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A SURVEY OF RELIEF CONDITIONS

IN

FIVE SELECTED COMMUNITIES

IN

PENNSYLVANIA

3-22-35

JUL 13 1939

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SOURCES OF INFORMATION

1. Publication on Unemployment Relief in Pennsylvania Dated 1/6/35.
2. State Emergency Relief Board Standard Budget and Procedure.
3. Case Ledger Cards. Form [illegible]
4. Case Face Sheets. Form [illegible]-3A
5. Case History Records.
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I N T R O D U C T I O N

Emergency Relief in Pennsylvania has, in its growth, passed through three separate and distinct periods: the first was the period in which the administration of employment relief was left to local, public and private control; the second was that in which the State contributed to financial support of the locality but took no responsibility as to administration; the third and the present is the stage in which the State Administration controlines the controls of all functions in the State Office as well as contributing a hundred per cent of the funds used in the majority of communities.

The State Administration has developed its program along the lines of gradually increasing the adequacy of relief allowed the client. When the State Relief Administration first took over complete control of relief in the State, only food orders were allowed and a client was not eligible for relief unless he could qualify to receive that food order.

With the development of standards, Commissaries were set up in various counties, and clothing, shoes and other items of need were distributed to the clients.

The day of the Commissary, however, seems to have passed and those Commissaries that are still in existence are being closed out as rapidly as their stock of supplies are depleted.

The tendency at present seems to be towards the granting of adequate cash relief to work relief clients and an approach to the adequate in the granting of relief to the direct relief client; through the medium of food orders, shoes and clothing orders, fuel, milk, medical orders, etc.

During the latter part of 1934 complaints of all sorts flowed into the office of the State Relief Administration. The majority of these complaints after close examination proved to come from relief clients who complained of the great inadequacy of relief.

With the change of the political administration of Pennsylvania, a new Administrator was installed in the State Relief Office. Upon taking over control of the Relief Administration, Mr. Johnson became concerned about the great number of individual complaints and desired to learn of their validity.

The Pennsylvania Relief Offices requested the Director of the New York State Temporary Emergency Relief Administration to loan them several men who were experienced in making home investigation and surveys involving eligibility and adequacy of relief. The request was made to an out of State organization because it was considered advisable to have individuals making the survey who would have no interest in the local or political situation.

After a conference with Mr. Ogilvie, Director of the Relief Division of the State Relief Administration, the decision was made to make the survey in certain communities in the State from which the majority of complaints of various types seem to emanate. The final decision was that the survey should consist of a study of cases in Erie County which would include some of the Corry cases; in Westmoreland County and in Luzerne County. In the latter two, control points were chosen to be studied. These were the Pittston and Hazleton District.

The following table (table #1) indicates the communities studied, the relief load in these communities, the number of cases studied and the percentage of the relief load:

Table #1

TABLE OF ONGOING LOADS AND CASES STUDIED

OFFICE	As of 2/15 - 3/1 ONGOING LOAD	CASES STUDIED	% OF ONGOING LOAD
Bath	5,637	588	10.4
Surry	457	50	10.9
Westmoreland	12,806	230	1.9
Pittston	4,770	345	7.2
Hazleton	1,668	117	6.3
All Five Committees	24,336	1,327	5.3

Although the percentages of cases studied vary by district, the percentage of the total, which is 5.3 makes for a group of cases large enough to draw definite conclusions and make positive recommendations based on information obtained during the course of the survey.

Although the State Administration had asked chiefly for a study of eligibility and adequacy, the writers of this report have considered it advisable to present information concerning procedure and policy of the various local offices. This information was obtained with comparatively little extra effort and is therefore being presented to the State Administration in the interest of a better understanding of the problems of the local Relief Office.

The study was made covering the period from October 1, 1935 to February 15, 1936. This period was chosen because the State Administration had on October 1, 1934 requested the beginning of the functioning of new records and new systems and because it was learned that information concerning the distribution of relief was not accurate before that time due to the distribution of such a large amount of relief through local Guardian-ships.

This study started on February 18, 1935 and the field work was completed March 17, 1935. The report was presented to the State Relief Administration on Friday, March 22, 1935.

For the information of those individuals concerned with this report, a brief outline of the experience, qualifications of those individuals making this study is herewith presented.

Ernest Stark, Supervisor Relief, New York City, New York State T. E. R. A. Age 31. Graduate Ohio State University, Business Administration. One year Post Graduate Social Work. Two years Administrative Staff New York City Emergency Relief Bureau. Two years T. E. R. A. Special Investigator and Research Supervisor, special surveys.

Alton H. Ball, Special Investigator New York State T. E. R. A. Age 27. A. B. Degree Colgate University. One year R. F. C. Investigator. Six months T. E. R. A. Special Investigator.

Frederick C. Bird, Special Investigator New York T. E. R. A. Age about 30. Six years American Red Cross. Two years Consulate Service. Four years Real Estate Operator. One year Assistant Field Representative T. E. R. A. Six months Special Investigator T. E. R. A.

Harry Levin, After Care Worker Hebrew Orphan Asylum New York City. Age 28. Graduate University of Pittsburgh. One year graduate school social work. One year case work. Four years after care work.

Leslie F. Rendon, Special Investigator. Age 30. Graduate Fordham University. Two years case work. Four months Instructor new cases. Eight months Special Investigator T. E. R. A.

John Raymond, Special Investigator T. E. R. A. Age 35. Brooklyn College. One year Investigator Veteran's relief. Six months Special Investigator T. E. R. A.

Henry Richman, Special Investigator New York T. E. R. A. Age 31. Graduate City College of New York. Two years graduate school social work. One year Family Welfare Work. Three months T. E. R. A. Special Investigator.

The writers of this report at this time wish to express their appreciation to all member of the Local Relief Offices as well as to those member of the State Office who were instrumental in facilitating the work. Without the full cooperation of all of the above, it would have been impossible to complete the survey in the time allotted.

II. METHOD OF PROCEDURE

The value of a report of this nature can greatly be impaired by the improper selection of the cases to be studied. The following is a short outline of the method used in the selection of cases and in the preparing of material for this report.

Selection of records of cases to be studied was made by the writers of this report on a purely random basis. Because the Case Ledger Card Form 3800-C3 was the only record which showed the complete amount of relief granted the client for the period to be studied, it was decided to make the selection of cases from these cards. Where the selection to be made was determined to be a certain percentage of the case load, the total number of cases was first determined and the sampling was made by choosing for example, every fifteenth or twentieth card receiving relief for the period being studied.

In this way the selection of cases did not confine itself to one district or locality in the area being studied, nor did it confine itself

to these cases being handled by any one or few investigators. In this way also, many of those individual who had written complaints to the State Office were picked up in the random selection of cases. Because of the possibility of a future charge that selection of cases for this study was made on an unfair basis, the selection of all of those cases making complaints was deliberately avoided.

After the financial records were taken out and examined, the information pertinent to the period being studied and to the nature of the report, was transferred to a Schedule Sheet, a copy of which is being attached to the end of this report.

At the time of selection of cases, a listing was made and given to the Filing Department and the Case Records for all those cases listed were required to be on hand. The writers of this report then closely examined the case records and budget sheets and transferred all pertinent information to the Schedule Sheet.

At the completion of the transferring of the information to the Schedule Sheet, visits to the homes of each of the clients selected were made. In the homes the information which had been placed on the Schedule was rechecked and other information pertinent to the purpose of this survey was obtained and noted. All information obtained from the records was placed on the Schedule Sheet in blue or black ink. The checking of this information in the homes and the placing of further information on the Schedule Sheet was done in red ink so as to furnish a contrast and to definitely identify information obtained in the home.

When the home visits were completed the information for all cases was summarized and tabulated on Summary Sheets and broken down into tables and so arranged that they could be used for report purposes.

III. A BRIEF REVIEW OF THE ADMINISTRATIVE WORK IN THE OFFICES STUDIED

a. Administration

After careful discussion, the writers of the report considered it advisable to make some comment on the functioning of the Administrative Personnel in the offices studied.

It was noted that the Directors in charge of several of the offices were not socially trained individuals. While the inference is not desired that only socially trained individuals can handle the job of directing a Social Organization such as an Emergency Relief Set-up, it is considered advisable that those individuals not having previous social training should, through some procedure laid down by the central State Office, be required to make some study into the field of Social Work if only to read books pertaining to unemployment and other social problems. It is not asking too much to expect the individual directing a social agency to know as much about the theory of such direction as do those some visitors who work under him.

In several of the offices visited, members of the Administrative Personnel did not seem to be sure of themselves, or of the limitations of their positions. Information was requested by the writers and was not always available without some difficulty in obtaining it. This information was of the type that should ordinarily be available at a moments notice.

In most of the offices the Administrators allowed a great deal of their time to be taken up with the problems presented by pressure groups. This might very well be the fault of the State Office itself as there is to the writers knowledge no definite instructions as to the handling of such groups. Certainly the Administrator or Case Supervisor of a local office cannot do a good social job if half or more of his time and the time of the

case Supervisor is used in the discussion of individual complaints with committees and pressure groups.

b. Clerical Personnel

The main point to be stressed concerning the Clerical Personnel in the various offices is the lack of adequate personnel. In not one office that was visited were there enough workers to carry on the complete functioning of a relief office adequately. The greatest lack of help was among the Stenographers and Typists. This lack of Clerical persons will again be presented later in the discussion concerning the condition of records.

It was discovered that the clerical forces on hand in the offices were for the most part over-worked without being adequately compensated for extra time required of them. They were not even allowed supper money for over-time work that was an almost regular occurrence. In all of the offices the Local Administrations deserve considerable credit for the upkeep of the morale of the workers. There was no time when it was noted that workers who spent hours overtime several nights a week, made any noticeable objection.

c. Case Work Personnel

The majority of the Visitors were found to be fairly well qualified as far as education and previous work experience were concerned, for the type of work they were doing. A large percentage of the Visitors were found to be College Graduates and a good percentage were found to have had some education in the field of Social Sciences.

The Visitors in the majority of cases show a thorough insight into the problem presented to them by their various clients and their own chief problem seems to be to have enough time to make the proper number of home visits and collateral calls necessary to function properly.

It was discovered that the workers in several of the offices have to turn in daily Report Sheets. They also have to do considerable paper work in connection with the issuing of L. A. M. S. which could very well be allocated to one or two individuals on a Clerical Staff. They are required to write their records on home contacts. They are usually written in longhand and much time is thereby used in the transcription of the Case Records. This point carries itself back to the inadequacy of Clerical Personnel mentioned above, as the visitors evidently devote a great deal of their time doing work in the office in connection with their case loads.

The attitude on the part of the Visitors was one of thorough cooperation and complete willingness to conform so as to complete the work allotted to them. In several of the offices there seemed to be the rudiments of a training program for the visiting personnel carried out through weekly staff meetings.

It is understood by the writer of this report that the State Administration has already started a program of training for individual who are to be placed on the various local staffs in the capacity of Visitors. This program, however, unless it has already been widened does not seem to include in it the continued training of the present visiting Personnel.

In the local office there is the policy of having regular staff meetings. However, it is more than likely that at these staff meetings, the chief concern of the Visitors and the Supervisors would be problems arising concerning individual cases. While the discussion and possible solving of such problems leads to a fair case work training program, there is still a great lack of thoroughness in such a method of training.

It was noted in one of the Counties that the Case Supervisor had not at any time visited one of the District Offices in which the writers were temporarily working. Certainly if for no other reason than that it is productive to a better rapport with and a higher morale among the visitors it would be advisable for the Case Supervisor of each County to keep a much closer contact with the various district offices in their county.

d. Control

The discussion on this point must of necessity, be short. It is certainly not within the province of a group of Social Investigators to closely criticize methods of financial control. The writers of this report are of the opinion that the State Administration has an excellent system of financial control. This system seems to have been, however, only in operation since approximately October 1, 1936. By checking the Case Ledger Card it was obvious the exact amounts allotted to any individual client. It is expected that when the various Consolidations have finally been closed out, the State Offices will have an even more accurate check on the financial dealings of the local offices.

IV. RECORDS

a. Financial Records

Previous to October 1, 1936 there were no truly accurate records for individual relief cases. The Visitors would note in the case history or on the card the amount of the order allowed the client, but there seemed to have been no one place where auditors could go and get an accurate record of the relief allotted to any one case. With the use of Form SRB-4, this was corrected and the writers of this report are pleased to state that the

Case Ledger Cards were, in all the District Offices visited, found to be completed and posted to date.

b. Case Histories

The only other records thoroughly examined by this group were the case histories. It can be stated quite definitely that case histories were inaccurately and inadequately filled out.

In the first place case histories are not filed uniformly throughout the State. In one County they were found to be filed alphabetically by District, in another County they were filed alphabetically by Case Supervisor.

The budget cards which are supposed to be at all times with the face record were not always so filed. The Budget Sheets themselves were not uniformly completed. In one of the Counties as shown in Table #3 which is appended to this report, 56% of the cases stated has no computation in the direct relief column of the Budget Card. While this was not uniformly true, in the other Counties there were occasional slip-ups in the completion of budgets. The various items on the budget cards were not always completed uniformly. Such items as clothing, which according to state regulations are supposed to be uniform, were not computed uniformly.

There is almost a hopeless lack of uniformity in the completion of the Standard Face Sheet which is also a form required by the State Administration. Probably the chief offense here is that there was not one office in which the new Standard Face Sheet Form # PSED-1A was solely used. In Erie County the Standard Face Sheet seemed to alternate with an old type of yellow face card which was considerable use. In Westmoreland County a new Face Sheet was used in the majority of instances but was inadequately filled in. In

Luzerne County the old PRC-3A form was used and only on a small minority was the information transferred to the new forms.

The writers of this report were informed that about two months ago there was a project in Luzerne County to retype Face sheets. The retyped Face Sheets were examined and found to be a mimeographed form which was made up by the local office. This form was highly inadequate and did not carry the information needed for good face sheet material. It was in the opinion of the writers a waste of whatever money and whatever time was spent in this project for retyping of the face sheets, as the new PRC-3A was at that time available.

It can be stated without fear of contradiction that the face sheets in all of the counties were inadequately completed. Either identifying information such as family make-up was incorrect or missing or various other items, all of which were supposed to be checked and filled in on the Face Sheet were either not checked or not filled in.

Certainly in a great number of the cases, information concerning resources which might have been checked in the homes, was not found on the Face Sheet. The chief value of a Face Sheet is to, at a glance, present the complete information as to the family's financial and social condition. If that information is not on these sheets the very use of them is a waste.

This criticism can also be made concerning the case histories.

In Erie County the Case Supervisor, for it is assumed that this is her function, can be congratulated on the physical condition of the case records. The records were neat and information was filled in chronological order. Papers on the case records were fastened so that they could be easily examined.

The same cannot be said of the other offices, as information, although clipped together in the records, was not always in chronological order and copies of R.A.N.'s, etc., were usually filed with the case record in haphazard manner.

Case histories in several of the counties were hopelessly inadequate. A glaring example of such information is herewith presented:

"9-28-34 V. Issued shoe order for all. J.K.
9-11-34 V. Issued R.A.N. for coal. J.K.
9-17-34 V. Medical for Jennie. J.K.
11- 5-34 V. Authorization issued for one ton of coal. J.K.
12-14-34 V. Authorization issued for delivery of one ton of coal.J.K.
12-29-34 V. Shoes received by all. J.K."

The above illustrates a case, the illustration being not at all unusual, in which for over a year's period there was nothing in the case record except a chronological listing of relief issued to the family. This can be considered as a commentary upon the type of training afforded to the Visitors who are at present working on District Office Staffs.

In one county the writers of this report were interested to find that the Case Supervisors carried on written correspondence in their case records with their workers. In one record the following was noted:

"Read your Record", and as an answer "I did".

Certainly the Case Supervisors in this office could have done a far better job had they called the Visitors into their offices and discussed the controversial points in the record.

In those offices where records seem to be a little more adequate, the chief deficiency seems to be caused by lack of adequate stenographic force. Information, which is valuable to a clear understanding of the case, was quite often written in longhand, much of which is not always legible. Certainly it is the function of the Case Supervisor to see that case records are properly completed.

V. ANALYSIS OF INFORMATION TABULATED

The general table (table #10) is a summary of all the information obtained from the case records and home visits and placed on the individual case schedule sheets. The items to be discussed are numbered on the table corresponding to the numbers which will be noted in the following discussion.

Case Loads

Item 1 in the general table is merely a summary of the case records in the various counties showing the numbers and percentage of the case loads studied. As mentioned earlier in this report, the sampling of 1377 cases out of a total Case Load for the five communities studied of 96,936 cases, is great enough to allow the writers to make definite statements and positive recommendations concerning the functioning of relief in these communities.

Work and Direct Relief

Item 2 of the table shows a breakdown of the cases studied into work and direct relief. The group shown as work relief consists of cases which received both work and direct relief during the period studied. Attempt was made to proportion the cases according to the number of work and direct relief cases in the communities as of the middle of February. The percentage of cases studied, however, could not accurately correspond with the percentage of work and direct relief cases in the community because of the fact that a great number of the work relief cases had been transferred, sometime during the latter part of the period studied, to direct relief and were as of the date the information concerning case records was obtained, straight direct relief cases. The total case record of 76,936 is divided as of that period into 5,933 work relief and 19,003 direct relief cases. The percentage of work to direct cases is 23.5 to 76.5 per cent corresponding. The total of 1377 is divided into 507 or 36.8

per cent cases receiving both work and direct relief during the period and 830 or 61.6 per cent receiving only direct relief for the period. (Details of the percentages can be found on Table #9)

Family Size

Item 3 in the General Table indicates that the 1377 cases studied, made up families including 6062 individuals with an average family size of 4.6. There is very little variance in the average family size through the five communities.

Budgets

Item 4 - According to state regulations a budget showing the weekly needs must be computed for each family on relief. The regulations also call for a second budget being computed on an 80 per cent basis of the weekly needs budget; this latter budget to be used when the family is on direct relief. The local offices computed weekly needs budgets for all of the cases studied. There was, however, some slight difference in the standards of the budgets computed. The average budget ranged for the five communities from $11.12 in Westmoreland County to $14.94 in the Pittston District, with an average for the total of $13.42. Factors in the local situation might very well be considered into the computation of budgets. The Pittston District is a more densely populated section than is the Westmoreland. The type of client is different. As can be noted, (Item 3 of the Table), the average family size in Westmoreland was 4.1, while the average family size in Pittston was 5.0. This might account for the difference in the average budget.

In contrast to the average weekly needs budget shown, the average direct relief budget ranges from $6.29 in Derry to $11.22 in Pittston with an average for the total of $8.93. This can be accounted for because of the fact that in many of the cases only such items as food, clothing and milk were

included in the direct relief budget.

It is the understanding of the writers that the direct relief budget and the direct relief to be paid to the client is theoretically to approximate 80 per cent of the weekly needs budget. The direct relief budget as computed by the Visitors in the District is considerably less than that. Figure 3 shows the average weekly needs budget by District and for the five communities and clearly shows the difference between the direct relief budget as compared to the 80 per cent which is the theoretical level for direct relief. Fortunately, work relief in most communities closely approximates the weekly needs budget. According to figure 2, work relief in Corry is allowed at an average of about $2.00 higher than the weekly needs budget. This, however, may be accounted for by the small sampling of cases taken from the Corry District. The totals for the five communities show that the average of work relief granted is within $2.00 of the weekly needs budget.

The figures depicted by Figure 3 were taken from items 4 of the general table which shows the weekly needs budget and 11 and 12 which show the average work and direct relief granted clients during the period from December 1, 1934 to February 15, 1935. It was decided to use this latter period as more adequate standards were being allowed from December 1, 1934 on.

A further discussion concerning the computation of budgets is at this point in order. The State Administration has set certain standards and has given the district office definite rules and limitations for budget computation. It can be positively said that there is considerable laxness throughout the State in the computation of budgets.

Figure 1 and table #7 present the spread of budget by family size in the various counties. According to state rules there can be very little variations in a budget except for such items as rent and fuel. In Figure 1

attention is called to the wide spread of budgets in any family size group shown. Theoretically there can be a spread of very little more than $6.00 for any family group of one size as this spread is limited by the maximum allowably weekly for rent and monthly for fuel.

Let us take for example the family of six individuals with a variance in fuel needs and rental. The ideal budget for a family of six might possibly spread from $13.00 to $18.00 a week. Table #7 and Figure #1 shows a spread for a family of six from $6.00 to $24.00 in the weekly needs budget. Obviously budgets are not computed uniformly.

Table #7 also shows an interesting angle regarding the computation of budgets. Let us take as an example the item under budget range noted as $18.01 to $30.00. With your budget properly computed this item should include families of possibly six, seven or eight individuals. According to Table #7 it includes families of four, five, six, seven, eight, nine and ten individuals. This is presented merely to emphasize the fact that budgets are not being computed according to state regulations.

Outside Incomes

Item 5 in the General Table indicates the number of cases having outside incomes. In Erie, 169 or 28.7 per cent of the cases studied had incomes from some source. These incomes averaged $8.59. 335 or 55.2 per cent of the total number of the cases studied also indicated some outside income. This income while not very large, averaged $7.57 per case. It brought into these 335 families a total of approximately $2,535.00 per week.

This point is being stressed because the lack of uniformity throughout the State in the use of small incomes and in their computation in the budget.

In some of the offices, the incomes were allowed to be used for the payment of back debts, in others they were allowed to be used for rental

or for clothing items without placing such items in the budget. In a great many of the cases the incomes discovered by the State Investigators were in no way recorded in the case history. In many of the cases where there was no recording of incomes the families who had these incomes were known to the visitor and they still were not used as budget deductions. As this procedure is fairly general throughout the communities studied it may be caused by the lack of written instructions from the State Relief Offices.

Budget Deficit

Item #6 corresponds in its spread to Item #4. The budget deficits spread from $9.69 in Westmoreland to $15.86 in Fitzeton with an average of $13.30 weekly for the five communities. This deficit was computed by using the weekly budget needs figures and deducting the outside incomes discovered by the State Investigators. No particular comment is considered necessary concerning the budget deficit except as previously stated; a great many of the outside incomes discovered by the State Investigator were not in any way recorded in the budgets.

Relief Granted

Items #7, 8, 9 and 10 in the general table show relief granted and averages of relief, in the communities studied, during the months of October and November. Our discussion, however, will confine itself to Items #11, 12, 13 and 14 which show the averages of relief granted during the period from December 1, 1934 to February 15, 1935. This procedure was decided upon because relief during the latter part of the period studied was uniformly more adequate throughout the state and more nearly approached the State standards of adequacy. Reference is again made to Figure 7 showing the average relief as compared to the average budget.

Reference is also made to Table 12 and Figure 3. Table 12 shows the average budget by family size as compared to the average granted to work relief clients and direct relief clients. It can be noted that the average

[illegible]

[illegible]

[illegible]

budget ranges from $4.82 per week for a family of one to $25.95 per week for a family of twelve. In direct comparison to this the average work relief granted ranges from $4.90 for a family of one to $22.57 for a family of 12. As shown in Figure 3, average work relief is slightly lower than average budget for all family sizes except for the family of one.

The ideal direct relief figures would make the direct relief line in Figure 3, rise slightly under the work relief line. However, this is not the actual circumstance. As can be seen the average amount of direct relief ranges from $7.48 per week for a family of one to $10.90 for a family of twelve. This is considerably below the 80 per cent level which is the ideal State figure.

Items 11 and 12 on the general table show the averages of work and direct relief allowed to clients. These averages range from $10.94 in Hazleton for work relief clients to $15.72 in Corry, with an average for the total of $12.51 per week. It can be noted that the average work relief granted in the Erie and Corry district is considerably higher than that in the other districts studied. This might very well be caused by the fact that the Erie District includes much more of an urban population where standards of living and prices of commodities are higher than in other communities. The closer approach to the adequate budget by the Erie District is commendable.

Item #13 in the general table shows the average direct relief granted by counties. This is directly comparable to the average granted to work relief clients. Specific items, however, are not comparable because the average direct relief granted per week ranges from $5.01 in Corry, which locality had the highest average work relief granted, to $8.09 per week in Erie. The majority of clients and especially those on direct relief have in the past and are at the present receiving supplementary relief in the form of milk order, fuel order, clothing and medical orders.

According to the figures obtained from the financial record, 366 out of the 1327 cases received supplementary relief orders. Because of the possibility of there having been many relief orders issued which were not recorded, these figures might in actuality be somewhat large.

This, however, does not alter the situation as illustrated by Item #12 which definitely shows that the relief granted to those clients on direct relief is much less than the ideal of 80 per cent which is the State standard.

Unearned Payments

Items #9 and 13 in the general table show that 382 or 28 per cent of the clients studied, received supplementations in the form of unearned payments. These 382 clients were 75 per cent of the total number of cases who received work relief during the period studied. These clients received an average of $29.48 each for the eleven week period from December 1, 1934 to February 15, 1935 or approximately $2.66 a week each.

Attention is being called to this item of unearned payments because of its obvious unfairness to the direct relief client. In the first place these clients who have been placed on work relief are receiving the full amount of the weekly needs budget. At any time that they do not feel like working for a day or two, they can stay at home or possibly do other work and still receive at the end of each week a check to the full amount of their budget deficit.

The direct relief client must confine himself to those items allowed in the direct relief budget. In the majority of communities studied these items were only food and milk, until the recent months at which time clothing and an occasional rent and fuel order was allowed. These latter items were allowed only if the direct relief client insisted upon their inclusion in his

budget. It is recognized that the State Administration has, in the past, limited the allowances to the direct relief client because of lack of funds. However, the great discrepancies between the amounts allowed to work and direct relief clients cannot in any way be justified. Certainly such an item as an unearned payment which is tantamount to cash supplementation of the work relief client who already is allowed his full budget cannot be reconciled to the woeful inadequacy of the budget and relief allowed to the direct relief client. Such a system makes for untold possibilities of favortism and gives the direct relief client a positive basis for a charge of inadequacy.

Adequacy of Relief

Although the relief granted to the direct relief client can be considered as wholly inadequate, the relief granted to many of the work relief clients is also inadequate.

The writers of this report in computing adequacy of relief noted the weekly needs budget for the families and compared the average work or direct relief granted during the period from December 1, 1934 to February 15, 1935, to that family. If the relief granted was within $1.00 of the budget it was considered as being adequate. If it was over $1.00 it was considered as being excessive and if it was less than $1.00 it was considered as inadequate.

On the above basis, only 212 or 15 per cent of the cases studied were found to receive adequate relief while 986 or 74 per cent received relief that was inadequate ranging from a few cents to several dollars inadequacy per week. The percentages of inadequacy closely approximate each other for all of the communities studied. (Item #15 - Table #10)

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and families of the same size to be considered on variable bases, because of the separate budgets, makes for much confusion and adds to the validity of a charge of inadequacy of relief and inefficiency of administration.

Ineligibles

In the light of the above discussion, it is gratifying to be able to state that only 31 or 2.3 per cent of the 1327 cases studied were found to be ineligible. In the majority of these cases the ineligibility was due to the recent income of the head of the household. In several of these cases this income had already been discovered by the local investigator and in some of the cases where the income had been discovered, the cases had been closed. One case of ineligibility was listed as such because on October 4, 1936, the family received as a dividend from a closed bank almost $1,000.00. The local Investigator, not having definite regulations from the State Office allowed the family to use the total amount of this income for the payment of back debts and kept the family on relief. In another case, an Insurance Policy of $1,000.00 was paid to one of the clients and again when funeral bills were paid there was over $600.00 available and the family was still kept on relief.

Items such as the above might very well be debatable by the local Investigators without definite instructions from the State Office.

Savings

Concerning the matter of savings and their use the local Investigators are again not uniformly certain of their application. The State Investigators questioned all clients concerning savings and only received confirmation from 17 of the total group of 1327. These 17 cases had savings to the amount of $1,440.75 with an average of $84.75.

The State Investigators made an effort to contact the local bank officials and postal authorities to see if accurate information concerning savings could be obtained. However, in all of the communities visited, postal authorities stated that no information concerning

and duties of the town also is be considered in wildlife terms, because of the separate jurisdiction, some for their protection and lack in the wildlife is a sense of landscape of which are representative of conservation.

Implications

In the light of the above discussion, it is predicting to be also we state that only 4% per cent of the left other wildlife were found to be endangered. In the majority of these cases the vulnerability was due to the present losses or the threat of the immediate. In several of these cases the area had already been discovered by the local inhabitants and in some of the cases the losses had been substantial, the more are some cases the losses had been substantial, the more are some cases. The case of Lanzarote was listed as also because of a lack, the locally are called as a national type a place but should be affected. The local conservation policy are lacking definite regulations for the time being although in the local groups or the planners of such which are kept the family conscious. In another area, in Fuerteventura lacking of a policy are made by one of the citizens and again when Tourist also were just there was very strong conflicts and the family are still some or other.

There such or the other that may well be resolution by the local Investigators without serious interference from the local citizens.

Action

Concerning the action of making and there are the local inventories where are which not necessarily perfect or which qualifying. The Plans towards future investment all attempt encouraging activity and also limited multiplication from 32 of the total group of 127. These 17 species has multiple in the amount of 4,000-7,000 also as against of 200-270.

The Plans investigators task as efforts to assess the local land activities and great inability to see if natural investigations accessible are high level by education. However, in all of the recommendations visual, conservation visual this as information consequence

savings would be given unless authorization was issued over the name and signature of the individual clients. In one of the communities where it was attempted, the banks refused to allow even the individual's authorization to be checked in their records.

Because of the large percentage of foreign population in the relief load in the communities studied there is a definite possibility that many of them have savings in postal savings accounts, which are used because of the security of governmental backing.

It can be noted at this point that in all of the counties studied, the case records include blanks for the checking of savings in the banks and post offices. However, in most of the communities, although the blanks were in the record signed by the client, there was no notation as to whether or not the check had been made with the bank or postal authorities. It is considered a definite responsibility of the State Administration to contact postal and bank authorities throughout the State so that the local Relief Offices can be authorized to obtain information concerning savings accounts as such information is needed.

Insurance

There is no policy of insurance adjustment carried on throughout the State. As shown on Item #18 of the general table, 422 or 31.8 per cent of cases studied paid weekly insurance premiums. A check was made as to the type of the insurance but because of the great number of small insurance companies listed, no definite information concerning the value of insurance could be determined. Table #6 lists the number of clients having insurance in the various insurance companies. Item #15 on the General Table shows that 190 out of 422 admitted having insurance which is over four years old. A great number of

these policies are over ten years of age. Insurance over four years old is definitely adjustable and insurance over ten years old and in some companies over five years old has definite cash value.

In some states a definite policy of insurance adjustment is carried on and it has been found that hundreds of thousands of dollars are returned annually by insurance companies to relief clients thereby saving equal amounts to the Relief Administration of the State.

Pennsylvania

An interesting insight into the type of relief client in Pennsylvania is shown by the number of clients owning their own homes. Of the 1337 cases studied, 348 or 26.2 per cent (Item #19) of the cases studied, owned property. The total assessed valuation of this property amounts to approximately $841,146.90, with an average assessed valuation of $2,417.00.

Of these 348 property owners, 235 had mortgages on their property with a total mortgage value of approximately $432,985.00 or an average of $1,904.19 each. 113 or 32 per cent of the group owning property had their property free and clear of mortgage. In some of the communities visited the policy in the relief office was stated to have been to allow no property owner to obtain relief if their property was unmortgaged unless an effort had been made to obtain a loan or mortgage on their property and the property owner could show proof that such could not be obtained. This, however, was not a uniform policy and the lack of uniformity again seems to be a State responsibility.

Information concerning property other than homes was also obtained and in this information was included such property as automobiles, farm animals and machinery. Only 117 out of the 1337 cases studied had such property.

The majority of these had automobiles, most of which were four or five years old and only a few of which were being driven with 1935 license plates.

Debts

Item #20 on the general table indicates the number of clients admitting debts at time of application. This item is only useful in a general picture of the relief situation. Where the number of clients admitting debts decreases, there is always the possibility of outside incomes having increased and business in general having taken a turn for the better.

It is regrettable that the information herewith presented cannot affirm once hopes in that matter. Of the 1327 cases studied, 967 or 72.6 per cent showed information concerning debts on the case history record. The total debts for this group were approximately $339,769.12 with an average of $348.98 per case. After checking in the homes it was discovered that 1108 of the group now had debts with total debt amounts to about $315,809.35, and an average of $284.10. The increase in size of total debts, amounts of average debts and number of cases having debts is almost uniform for the communities studied.

Residence

Item #21 of the general table indicates that the relief clientele had an average residence in the state of 33.5 years. This again is just another part of the picture of relief throughout the State. It shows that the majority of clients are people who have in the past settled in Pennsylvania and built themselves homes and made definite connections. Generally the relief client is not of the transient group and because of his long residence in the state, he is a definite state responsibility and should be taken care of on an adequate basis, if it is at all possible.

S.S.E. Clearance

It is a State regulation that all clients applying for relief must be cleared through the local social service exchange. In all of the communities visited the local administration made the definite statement that clearance was a part of the regular procedure. While this may be true the case records do not substantiate the statement. In Erie, 154 out of the 588 cases studied had no record of social service clearance. In Corry, 20 or 40 per cent of the 50 cases studied had no record of clearance. The percentage for no record of clearance was approximately the same in Pittston and Hazleton. However, in Westmoreland the case histories showed no record of clearance for 321 or 96 per cent of the cases studied. The purpose of the case histories and the face sheet of any Social Agency is to give a clear picture of the condition of the family. When such items as Social Service exchange clearances are forgotten or are not recorded, that picture is incomplete. This point might well be the place to present the number of errors concerning family composition which were discovered in those cases studied. In Table #11 which follows, these items are shown by community. Out of the 1377 cases studied there were 361 or 27.3 per cent of the cases in which there were errors as to family composition on the Case Record Face Sheet. In many of these cases additions to or withdrawals from the family had been known to the visitor and had been accounted for in the budget but they had not been recorded on the Face Sheet and they were not always recorded in the case history. The complete picture of the family needs and conditions is obviously impossible without accurate identification information.

TABLE #11

FACTUAL ERRORS

Table showing numbers of cases in which information on Face Sheets regarding Family Composition was in error.

	Erie	Corry	Westmoreland	Pittston	Hazleton	TOTAL
Cases	588	50	330	342	117	1377
Errors	174	16	93	79	27	361
%	29.6	32.0	28.2	23.1	23.1	27.3

Home Visits

Another State regulation is that there be frequent home visits or an average home visit of at least once a month. The average number of home visits vary from 2.5 in Pittston for the five month period studied to 5.2 in Hazleton, for a total average of about 4 visits or one about every five weeks. This average is brought to its level by the great number of visits made in some few cases, for out of 1327 cases, 167 or 13 per cent claimed that there were no home visits during the five month period.

One of the chief reasons for the visitors being unable to visit their cases regularly and as often as should be done for good case work or even fair case work is the fact that these visitors are tied down to the local office on much clerical detail which would ordinarily be the province of an adequate clerical staff.

In one of the local offices the visitors made the statement that they did not get out into the field more than three half days a week. The rest of the time was spent in writing R. a. N.s and in doing detail clerical work such as making out daily reports. The function of the visitor should be that of contact in the home. There is uniformly entirely too much contact with the visitor in the relief office. This can be considered a result of the lack of adequate visiting personnel. Case records range as high as 175 per visitor and it is obvious that with all of the detail clerical work required by the District Office, these visitors do not have time to see their clients in their homes as often as they should.

Union Membership

The information in Item 9M4 is merely mentioned to be available in case it should be wanted by the State Administration. 133 of the cases

Some Tests

Another little experiment is that which is to interpose some [illegible] or some vitalis into vials of 24 hours each a month. The results [illegible] of some vitalis only from 24 to 27 hours, but that needs further [illegible] to 24 to 36 hours, for a total average of about 3 vitalis or [illegible] from months. This average is [illegible] to the level of the [illegible] vitalis only in [illegible] of 1 year each [illegible] [illegible] [illegible]

studied admitted membership in Unions; the majority of these being in the mining Districts. Many of the clients who are not included in this group claimed that while they were working they belonged to the Union but since the loss of their jobs and regular income they have been unable to continue their membership.

Race, Religion, Political Affiliations and Veterans

The information in Sections 25, 26 and 28 of the general table and information shown on Table #9 is presented for the use of the State Administration if the future should ever bring charges of discrimination concerning religion, race or political affiliations. The tables break this information down by community but it will be presented at this time by totals.

Information concerning religion, race and political affiliations for the total populations for the Districts, was taken from the Alexander available.

1. Religion

The proportions of populations in the religious group are as follows: (for the five communities)

Catholics	40.4 Per cent
Protestants	54.6 Per cent
Jewish	5.0 Per cent

The proportions of Catholics in the study is 55.0 per cent, Protestants 38.7 per cent, and Jewish 0.4 per cent. The proportion of Catholics is considerably higher than that of Protestants. This may be caused by errors in figures of the religious affiliations in the populations. In all the communities except Erie and Hazleton, the Protestant population is considerably more than the Catholic population. In Erie the proportions of Catholics to Protestants is 63 per cent as against 34 per cent. This will cause the difference between the proportions and totals as against the proportions in the sampling.

2. Race

The proportions of racial groups in the population as compared to the proportions studied, closely approximate each other. According to the Alabama about 98.6 per cent of the population in the communities visited are white and 1.4 per cent are colored.

In the random sampling of 1377 cases 98 per cent were white and 2 per cent were colored. A slight increase in percentage thereby allowed the colored group will definitely disprove any charge of discrimination against racial groups in the relief set up.

3. Political Affiliations

Information concerning political affiliations cannot be considered as accurate. Population figures show that approximately 54 per cent of the individual voting in the last election in the communities visited were Republicans while 44 per cent were Democrats. However, when questions concerning political affiliations were asked, a great many of the clients denied all connections with any political party. Fully 40 per cent made the statement that they never voted, many of them because of non-citizenship. 639 admitted political affiliations. 172 or approximately 24 per cent claimed to be Republicans and 416 or approximately 75 per cent claimed to be Democrats.

Because of the victory of the Democratic party in the last election and because of the fact the present State Political Administration is Democratic, there is a quite definite possibility that many of these individuals who represented themselves as being Democrats did so only because the question was asked by people representing themselves as coming from the State Relief Office. This information, however, is presented for whatever use can be made of it by the Relief Administration.

3. Zone

The population of Nsoki [illegible] in the [illegible] in [illegible] in the [illegible] [illegible] [illegible]

4. Veterans

It was noted that 97 or 7 per cent of the cases studied were former veterans. This information is also presented for use as necessary by the State Relief Administration, where figures as to percentage of veterans in the communities studied should be obtainable.

(Application for Relief)

The writers of this report attempted to get information concerning the length of time it took for a client to receive relief after having made his application. This information was impossible to obtain with any degree of accuracy either through the official records in the District Office or through conversation with the client.

Practically all of the cases studied showed on the face sheet a date of first application. A very small minority of the cases studied showed official approval for relief. In Kale the approval for first relief was noted on the back of the Face Sheet. There the new Face Sheet forms were used the date of receipt of first relief was not, however, uniformly in any one place and it was impossible to obtain information concerning that one item. The other Communities studied were even more lax in the matter of recording approval for relief. There was no place where the information could be found in the case record.

It was also impossible to accurately determine through the records the date which relief was first extended to the clients. More than 50 per cent of the Case Records showed no information concerning this item.

In Table #8 there is listed by community the number of weeks that elapsed between application for relief and the extending of relief to the client. This information was obtained by word of mouth from the client and cannot, therefore, be considered as accurate. However, it probably closely

6. Planning

It was until that of our 7 year term of his which [illegible] Tenure referendum. This Tenure-Plan is also presented but was [illegible] the State Social Administration, which claims to be [illegible] in the [illegible] [illegible] to [illegible].

Limitation for Period

The [illegible] of this [illegible] [illegible] the [illegible] [illegible] [illegible]

approximates the truth. As can be noted approximately 43 per cent of the clients received relief within a week of application. Another 14 per cent received relief within two weeks of application, and the remaining 35 per cent either did not remember how long it took to receive relief or stated that it took from three to sixteen weeks or more before relief was received. This information, because of its admittedly inaccurate nature is presented to the State Administration with some feeling of misgivings.

Occupations

It was thought to be interesting to determine approximately the number of clients who were working on relief in the type of work they were familiar with. Most of the clients on the work relief rolls are occupied in labor classifications of some sort except such clients as are in the skilled trades or Labor Supervision forces.

Table #5 shows the percentage of clients by community and for the total according to their previous work experience. 44 per cent of the clients were previously engaged in labor work. 35 per cent were engaged in skilled trades of some sort, including such trades as machinists, motormen, truck drivers, etc. Only 12 of the group or 0.9 per cent were formerly in the professional, chief of these being teaching; while 4.6 per cent of the group studied were in the clerical and sales field. It is quite possible that the majority of those who are in the professional clerical and sales field are at present the ones who are on direct relief, as selection for work was made through the National Reemployment office and they would not have chosen them for labor jobs according to their work classification.

Rents

While the State Administration limits the allowance of rental to the client through the Rental Department, there is no control over the way

these rents are budgeted by the Visitors. Table #4 shows the number of cases in which rents have been budgeted in excess of the actual rent paid as well as cases in which rents have been budgeted in excess of the maximum rent allowable. 194 cases showed rents budgeted in excess of actual with an average excess of $1.42 per week. Included in this194 cases there were 70 cases who paid no rent either because they lived in homes owned by relatives or because they had not paid rent for so long they were no longer being asked for it. These cases were also budgeted and are included in the above figures. The excess of rental budgeted, ranged from 8¢ a week to $5.00 a week with the larger excesses being budgeted for cases receiving rent free. 83 cases were budgeted in excess of the maximum allowable according to the State regulations.

This again can be considered as a commentary on the efficiency of the Case Supervision in the various offices, as it is their function to see that the visitors make their budgets according to State regulations.

Information was also given by the Local Offices to the writers of this report to the effect that once a direct relief client had been budgeted for his rent, it was thereafter given regularly. This has not been found true. Rent items according to the records have not been given at stated intervals, after having once been placed on the budget sheet. The clients also make the accusation that each time they want the rent paid they have to go to the District Office and "fight" for it. If the State administration has a definite policy concerning the regular payment of rents after the need for such payment has once been established, it is suggested that rulings be forwarded to the local offices to the effect that the State policies be carried out.

II. GENERAL OBSERVATIONS

The following group of observations are presented as supplementary to the information already detailed in the body of this report. In some few items there may be a slight repetition. However, in such items as there is such repetition, it is considered important enough to continue the discussion.

a. Case Records

It was noted that the first investigations were generally written up on the Case Records in a very sketchy and incomplete manner. It is usually expected that the first investigation write-up will give a fairly accurate account of the family make up, background and present economic condition. All of this information is essential if the Investigator is going to carefully follow the record of the case.

The fact that the first interview write-ups were sketchy and incomplete, is indicative of a lack of complete training.

In reading the Case Records, the records seem to be more of a report on the Visitor and his activities than on the conditions in the clients home. This also is contrary to good case policy. It is of little value to the Visitor in the planning of relief and possible rehabilitation of the client to have in the case record merely a chronological listing of relief orders given to the client.

A repetition of a previous statement will be the calling of attention to the fact that Face Sheets after being filled in are seldom altered to conform to new family situations.

The Face Sheet has three main purposes.

1. To identify each case.
2. To present its basic facts in a way that enables the reader to get a skeleton of the social and economic situation at a glance.
3. To serve as a basis for making out statistics.

The Face Sheet should be used to capacity. The record should not be cluttered with the names and addresses of relatives, telephone numbers, etc.

At this point a suggestion is being made that a "temporary sheet" preferably of a distinctive color should be kept clipped to the back sheet in the record. This sheet could contain all record items not of permanent value and should be kept up to date so that the latest information on the case is always available and the present status can be known quickly.

A further suggestion is also made at this point concerning the recording of information in the case histories. The chronological listing of relief granted can be kept on the "temporary sheet" and summarized at regular intervals.

Regular visits should be written up in the case histories showing the purpose of each visit and the information either discussed or imparted during the discussion with the client.

b. <u>Office Setup</u>

The physical space provided for work in the various districts was fairly adequate in all except one of the districts visited. While there was generally enough room to work, the lay-out was not always perfect. The most glaring example of poor work facilities was found in the Pittston office. At this place the premises are filthy. The place can very well be called a fire trap and is certainly hazardous. The very appearance of the office would tend to lower the morale of any applicant as well as that of the Personnel. Furniture is lacking to such an extent that even the District Director was without a desk although he had been in office for several months.

Waiting rooms in all of the offices visited were extremely poor. They were crowded and usually small and poorly lighted. Ventilation

was poor and sanitation facilities were inadequate. At several of the offices it looked as if the clients were herded together as if they were in a "Bull Pen".

In Hazleton, the District Office is located in the City Hall. The writers of this report do not know the practice of the State Emergency Relief Board for using local political buildings for relief offices, but it is thoroughly frowned upon. Although there may be no political discrimination whatever, the very fact that the relief office is in the building controlled by those who have received their office through political affiliation, savors of the interest of politics in relief.

c. Case Visitors

A short comment is considered in order concerning the visiting Personnel. It was found that case loads ranged from 100 to 175 per worker. This is obviously too large for good case or even fair case work especially with so much of the visitors time taken up in the performance of minor clerical duties.

There was found to be a general ignorance among the visitors regarding the State Relief Laws in regard to eligibility, back checks, compelling of support, etc. This information does not seem to be generally available in the local offices.

Information obtained indicated that the pay scale for Visitors and Junior Visitors varied in the various Counties. On the whole the pay scale was very inadequate for the type of work these people are expected to do. The Erie Office, which is one of the largest, was found to have the lowest pay rate for the visiting personnel. The reason for this is conjectural. One ponders whether or not this is caused by the foreman of Erie from Harrisburg or whether it might be caused by the lack of contact between

the outlying District Offices and the Central State Office.

Although the Case Visiting Personnel was generally overworked and inadequate in numbers, the workers on the whole were found to be enthusiastic and eager. They showed interest in their work but because of the pressure of excessive Case Loads and unnecessary clerical detail, they have become resigned to doing an inadequate case job.

d. Home Visits

It was noted in the homes that a great number of the clients did not understand the work unit system. It is, of course, the function of the Visitor to explain this system to the client. The system of unearned payments and excess earnings is very confusing and clients have often made the complaint that excess earnings were not paid to them.

Likewise the budgets are not generally explained to the client. In the case of the work relief client where a family is expected to live within a certain specified sum of cash allowed each week, unless the Visitor carefully explains the use of this cash and the proportion to be allowed for various items, the client will often find even his work relief income hopelessly inadequate.

In the case of direct relief clients, the reason for the difference between the work and direct relief budget is never explained and that is one of the reasons for so many complaints received in the State Office concerning the inadequacy of relief in one family while another family is reported as getting more than they need.

Many of the clients have made complaint of the fact that although they are supposed to get a stated amount weekly for clothing, this does not come to them regularly. At the same time they complain that they do not see their Visitor often enough and when they call at the office to see the Visitor, they must wait for hours at a time before they can talk to anyone.

In the matter of rents, clients have made the complaint that they have not received the rent regularly after it was once issued to them. This has already been discussed in the report. They also make the claim that when rents are paid they are very seldom paid fully. Several of the clients visited were facing evictions and claimed that the Visitors had not paid any attention to their requests for help. Much of the debts discussed in the body of this report have accumulated over a period of years. The policy of allowing rent to accumulate for years, mortgages the clients possible future earnings for such a long future period that incentive to seek employment and resume responsibility for his own welfare is almost wholly lacking.

Clients have often complained of their inability to obtain glasses or medical appliances as needed. The policy of the State Administration seems to be that such appliances must be authorized and obtained through the Harrisburg Office.

While this system centralizes control of these items at the Harrisburg Office it considerably handicaps the adequacy of case work in the local office and causes considerable hardship to the client who must wait for an indefinite time for such authorization to be put through. It would seem some contact could be made in the various District with concerns furnishing such appliances and with the approval of the local District Director, such appliances should be quickly available to the client.

Clients also have complained of the high rate of turn-over among the Visiting Personnel. They state they hardly get to know their Visitor's name before she is changed. This is caused partially by the system of changing Visitors within the District and partially by the rapid turn-over of case workers due to inadequate compensation for the work performed.

In the matter of rents, clients have made the complaint that they have not received the rent regularly after it has been issued to them. This has already been discussed in the report. They also make the claim that when rents are paid they are very seldom paid fully. Several of the clients visited were facing evictions and claimed that the Visitors had not paid any attention to their requests for help. Much of the data discussed in the body of this report have accumulated over a period of years. The policy of allowing rent to accumulate for years, mortgages the clients possible income earnings for such a long future period that incentive to seek employment and assume responsibility for his own welfare is almost wholly lacking.

Clients have often complained of their inability to obtain finance or medical appliances as needed. The policy of the State Rehabilitation seems to be that such appliances must be authorised and obtained through the Martinsburg office.

While this system centralises control of these items at the Martinsburg Office it considerably lengthens the adequacy of case work in the local office and causes considerable hardship to the client who must wait for an indefinite time for such authorisation to be put through. It would seem some control could be made in the various District Offices assuming responsibility such appliances and with the approval of the Local District Director, such appliances should be quickly available to the client.

Clients also have complained of the high rate of turnover among the Visiting Personnel. For while they hardly get to know their District Worker before she is changed. This is noted partially by the number of Change Visitors within the District and partially by the rapid turnover of Case Workers who is inadequate compensation for the work performed.

Clients have also made the observation that relief on the whole is only adequate for existence. It can be stated that this observation is fairly close the truth especially concerning those clients on direct relief rolls, of which there is a majority. The State Relief Administration and the State of Pennsylvania through its Rehabilitation Department is concerned with the health of the individuals on the relief rolls. Without an adequate standard of relief the maintenance of health is almost impossible.

It can be stated at this time that regardless of the inadequacies of relief and of the many complaints by clients, in general there was a feeling of appreciation for the interest shown and the help given to the client by the State Emergency Relief Administration.

e. Office Policy

There are considerable differences in the method of intake throughout the State. In some of the communities, an intake Interviewer takes the first interview in the office while in others the client's name is taken and the Visitor takes the interview information in the home. The value of having an experienced and qualified worker discuss the client's problems and take pertinent information at a first interview cannot be too highly stressed. Not only could a qualified and trained interviewer discover hidden sources of income at the time of the first interview but all pertinent data would then be on hand for the Investigator to base her home investigation.

It was noted that a great many clients resorted to continued office visits. This was due generally to the inability of the visitor to contact the family in the home. This would often clutter the waiting room with clients who wished to discuss items which could best be discussed with the Visitor at the client's home.

A tendency to allow two or three families who are living under one roof and eating together to be considered as separate cases was quite evident throughout the State. Where these families are interrelated and have in the past lived together, there seems to be no valid reason for the Visitor to make more than one case out of these groups. This policy might well be considered as being the result of either poor case work training or a misunderstanding on the part of Visitors as to the proper computation of budgets.

It was noted in one of the Counties studied where District offices are in prevalent use that the County Case Supervisor had not any time since the opening of the District Office any personal contact with the local visiting personnel either for the purpose of case discussion or to become acquainted with them. If this is a general policy throughout the State, it seems to cause lack of cooperation and understanding between the District Offices and the County Offices.

In several of the communities clients made complaints that medical and pharmaceutical orders issued by the relief office were not honored by local Doctors and Pharmacists. A definite policy of contact between State office with the State Medical Board might help to obviate this condition.

One of the items that needs presentation is the cooperation between the various local Relief Departments. In some of the Districts visited there was found to be considerable delay in the completion of transactions from work to direct relief or back or concerning the dropping of the client from work relief. The notice would often go through the Relief Division and the client if previously on work relief, still receive work relief checks

for two and three weeks after he had been transferred or dropped. The Visitors do not know whether or not the authorization for change of relief had been received by the Financial Division and carried out until several weeks after the authorization are put in, unless a special effort is made to check.

General

Local District Directors and Case Supervisors expressed themselves as being somewhat concerned over the lack of direct contact between their offices and the State Relief Administration. Although the Administration has a Field Staff, this staff does not seem to be functioning as thoroughly as is necessary. This, of course, might well be attributed to the lack of adequate Personnel on this staff.

Field Representatives seem to have been making personal contact with some of these offices only once or twice a year. With control centralized in the State Offices in Harrisburg it would seem to be necessary for the sake of efficiency if for no other reason, to have a more thorough contact with the various District Offices.

The State Offices have also been somewhat lax in the matter of definite state ruling concerning such items as Mothers Pensions and Old Age Pensions. It is understood that as long as there is an employable individual in the family, the family is eligible for relief and is not a responsibility of the local Poor Directors. The possibilities of interpretation in regards to employability are so great, and so liable to local discriminatory feelings, that it almost behooves the State Relief office to set certain standards to be followed in the districts. Such standards would give the local offices definite backing and would help discourage indiscriminate charges of vacillation on the part of local Supervisors.

In the matter of "Pressure Groups" it was noted that in several of the districts, these groups would appeal cases of discontinuance of relief; and often such cases would be returned to the relief rolls without the sanction of the investigator. Many cases of this type appeared to be cases of pure intimidation on the part of the pressure groups. They would go to the Local Directors and spend hours of time without the Visitor being present at the conference and often the client was returned to relief at the end of these conferences.

Such procedure tends to discourage the Visitor and make him feel that his job is merely one of issuing relief to those assigned to him.

Visitors in the various offices also express uneasiness and a feeling of lack of the security regarding their jobs. They seemed to feel that because of the lack of positive state ruling the complete relief set up was still subject to almost immediate changes.

Contributing to this uneasiness seemed to be the lack of regularity of the Visitors pay. Although there is a regular pay day set, the Visitors in many counties cannot count on receiving their checks on that day.

At the same time several of them asked that some card of identification which they could carry with them be provided. They wanted something which they could leave with the client or at the client's home, should a call be made and the client not found in. A calling card of some type would probably answer the purpose and could be left in the home with a message should the client be out at the time of call.

Claim is also made that the District Offices experience considerable difficulty in the matter of obtaining small, but necessary items

of supplies. Such articles must be furnished through the Harrisburg Office. It would seem that where considerable delay is experienced and the local office must phone or correspond with the Central Office for such article, any savings effected by their purchase through the central office would be nullified. A petty cash fund for which there was strict accounting would probably save on telephone and stamp bills as well as to facilitate the work in the field.

VII. SUMMARY

Because of the wealth of detail in the body of this report, it was considered advisable to summarize certain pertinent items.

It is suggested that a review of Table #9 which shows the population figures and percentages as compared to the figures and percentages on relief, religion, race and political affiliation be made.

The study upon which this report is based was made for 1327 cases which is approximately 5 per cent of the total case load of the communities visited.

Only 51 or 4.3 per cent of the 1327 cases studied were found to be ineligible. This is, indeed, a gratifying low figure when one considers the high pressure of case loads and other handicaps under which the various Local Administrators and Visitors are working. The listing of ineligible cases will precede the group of tables at the end of this report. Following the listing of ineligible cases is also a listing of 14 cases which were discovered to have found employment during the time in which the State Investigators were making this study, who were, however, eligible for relief for the period studied.

Of the 1306 cases that were eligible to receive relief, 213 or 15.7 per cent received adequate relief, 986 or 74.5 per cent received inadequate relief. 108 or 8.1 per cent received relief in excess of their budget deficiency. It should be remembered that this adequacy was computed using the arbitrary figure of $1.00 leeway from the budget deficit. Attention is again called to the fact that these figures definitely prove the charges of inadequacy of relief throughout the State.

The lack of uniformity in various items such as the completion of the case record and the understanding by Local Offices in regard to State policies regarding responsibility for support, computation of budget, payments of rents, etc., is again brought to the attention of the State Administration.

Too great stress cannot be placed upon the disruption of Local Offices by the activities of so called "Pressure Groups". It was found that the Supervisors and District Directors in all of the Local Offices spent a considerable part of their time answering minor complaints with committees of these pressure groups. Not only would these pressure groups take up most of the time of the Supervisors, but would disrupt the work of the office forces by arriving at sundry and undetermined hours and staying in the offices for indefinite periods. A definite policy concerning the handling of pressure groups is very strongly suggested. This policy will have to be laid out from the office of the State Administrator and should be closely adhered to.

The State policy of allowing unearned payments to be paid to the work relief clients acts as an allowance of cash supplementation to those clients and on the surface indicates discrimination against such individuals who are not fortunate enough to be placed on work relief.

While no mention has previously been made of the policy of allowing the work relief client to be chosen through the National Reemployment Office, this policy does not allow the Local Visitor who knows most about the individual family and knows most about their needs and abilities to have any say in the selection of clients for work relief.

Attention is again called to the fact that several of the District Offices made the statement that they could not obtain information from local banks and local Postal authorities. In direct connection with this item are the complaints by clients that local Doctors and Pharmacists do not always honor relief authorization.

Attention is also called to the heavy case records being carried by the local Visitors accounting to a great extent for their inability to make regular and frequent home visits. This lack of regularity and frequency in home visits is considerably augmented by the great amount of detail work expected of the Visitor. The fact that the Case Visitor is considerably under paid, does not make for a happy case work Personnel and might be the cause of considerable inefficiency. It is indeed hard for an individual who must worry about one's own financial problems to think about the inadequacy of relief concerning 100 to 150 other people each of whom have several problems of their own.

Budgets as computed by local visiting Personnel are not computed uniformly in accordance with state standard. This is clearly indicated by the widespread of budgets shown in the tables and charts accompanying this report.

Of the 1327 cases studied, approximately 31 per cent paid weekly insurance premiums. A policy of insurance adjustment, while not lessening the number of cases, might very well lessen the amount of premiums paid as well as

to bring considerable cash into the hands of the relief clients. In many cases where insurance policies had been dropped after several years of payment of premium, an insurance expert might very well be able to get some sort of an adjustment for the client. The client himself could do this if he knew how to go about it but due to the ignorance of the majority of clients concerning insurance, such items are not even thought of.

The Administration in the various offices visited deserves a word of commendation. Although they are considerably handicapped by the lack of state rulings, and the inadequacy of work facilities and Personnel, they have as can be seen, done an excellent job. The proportions of ineligibles are very low. There is some semblance of a training program in each district and above all there is an excellent spirit amongst all of the Personnel both clerical and visiting. Interest is deep and morale is high. The State Administration has an excellent group of workers and with a more firm control from the State Offices can do a far more adequate job of Relief Administration. No particular comment is seen necessary concerning the functioning of the new "Industrial Contact Department", other than to state it is a forward step in the efficient functioning of the State Emergency Relief Board.

For the information of the Pennsylvania State Emergency Relief Board, all schedules, summary sheets and work tables are being left at the Harrisburg Office. They are thereby available should reference to them be desired.

VIII. RECOMMENDATIONS

After a detailed discussion of Relief Administration and with the information on hand, it is felt that certain definite recommendations many of which have already been suggested in the body of the report are hereby in order. An attempt has been made to make the following recommendations of a definite constructive nature and not to give them purely as criticism. These recommendations made are based upon the observations of the writers as seen in the present relief set-up. It might very well be that some of them have already been started through the regular Departments of the State Relief Administration. They were not, however, obvious during the period in which this study was being carried on.

1. It is recommended that there be either a leveling of relief between work and direct relief or that the relief allowed to the direct relief client be increased on an adequate basis compared to the relief allowed the work relief client.

   It is further recommended that the use of double budgets, which is in itself an admission of inadequacy be discontinued.

   It is further recommended that when a family on relief has been definitely certified and proven to have no income it be allowed the full amount of its budget deficit.

2. It is recommended that the State Office issue written bulletins or rules regarding the use of automobiles, the considering of property in the budget, the responsibility for support, the considering of small part time income in the budget and other items of similar import.

3. It is recommended that a definite policy of insurance adjustment be instituted by the State Relief Office. The details of this to be worked out later.

4. It is recommended that the salaries of the visiting personnel be set to correspond with the type of work they are expected to do and that definite increments be allowed for experience and length of service.

5. It is recommended that the State Office institute a course of training for the local visiting Personnel. This might very

will be carried on in conjunction with its present training program.

6. It is recommended that as long as the state policy is to use food, clothing and other orders for direct relief clients, the practice of supplementing work relief clients with unearned payments be discontinued. Where such supplementation is necessary it should be in the form of relief orders.

7. It is recommended that the State Relief Office contact the State Banking authorities and the National Postal authorities and make some arrangements so that information can be obtained uniformly through the local offices concerning savings or postal savings account without unwarranted delay.

It is further recommended that the State Medical Board be contacted in regard to the acceptance of relief orders for medical and pharmaceutical supplies by all local Doctors and Pharmacists.

8. It is recommended that the State Relief Administration issue regulations concerning the consolidation of relief cases so that several inter-related families living as one, are not considered as more than one case.

9. It is recommended that the State Administration require that all face information be completely and uniformly completed on the face sheet. In those offices using old type face sheets, new face sheets should be uniformly used.

It is further recommended that the State Offices institute and require a uniform method of case history recording.

10. It is recommended that there be closer cooperation between State Field Representatives staffs and the local office. To accomplish this it might very well be necessary to increase the size of this staff.

11. It is recommended that a definite policy be established by the State Relief Administration concerning the handling in the local offices of so called "Pressure Groups". There might be a committee formed which would meet with these groups at stated intervals to discuss items to be brought up by the groups. Complaints of individual clients should be taken care of in the home by the Case Visitor.

12. It is recommended that should a Case Visitor prove ineligibility of a client, this client should not be reinstated unless such proof can be definitely nullified.

13. It is recommended that there be an increase of case work personnel so as to decrease the case load per Visitor.

14. It is recommended that there be an increase in the clerical and stenographic forces of the various local offices.

It is further recommended that the clerical detail work at present required of the Case Visitor be lessened and made a responsibility of such extra clerical help as can be obtained.

15. It is recommended that definite standards of Social Service Ability be required for District Supervisors. Where present local supervision is lacking, such standards, effort must be made by them to obtain some Social education to conform with the needs of their position.

16. It is recommended that the clearance of families through the Social Service Exchange be uniformly recorded.

It is further recommended that instead of individual daily reports being required, a weekly report summarizing the same type of information be made.

17. It is recommended that only emergent and new cases be interviewed in the intake offices. All other information should be referred to the Visitor and a home visit made.

18. It is recommended that the relief office wherever feasible be removed from such political buildings in which they might at present be located.

19. It is recommended that the State Relief Financial Division be required to observe the regularity of pay day in the local relief office.

20. It is recommended that the Local Visitors be provided with calling cards identifying them as State Relief employees. This would facilitate their work amongst the clients.

21. It is recommended that a definite policy be formulated concerning local responsibility, regarding Old Age and Mother's Pension cases.

22. It is recommended that the local District Offices be provided with a petty cash fund to be graduated to the size of the office.

23. It is recommended that a Division of Review be established with headquarters in the State Relief Office. The morale of such would be of untold value to the proper functioning of relief. It would also be of value in the State Administration's contact with the public as charges of graft, unfairness, etc., could be looked into thoroughly and efficiently without unnecessary delay.

THE HOPE IS HEREBY EXPRESSED THAT INFORMATION PRESENTED IN THIS REPORT WILL BE OF USE TO THE STATE EMERGENCY RELIEF BOARD IN THE INTERESTS OF A MORE ADEQUATE, AND EFFICIENT ADMINISTRATION OF RELIEF THROUGHOUT THE STATE OF PENNSYLVANIA.

APPENDIX

A letter dated 8/9/35 and written by Mr. [illegible] Pinney, Local Rehabilitation Agent, Department of Labor and Industry, Erie, Pennsylvania in which several charges of inadequacy and lack of cooperation were made against the Erie Relief Office, was placed in the hands of the writers of this report, for answer.

After perusal of the letter it was decided to itemize the various charges and answer those concerning which information was at hand.

A. A charge was made that in one case, which happened to need medical aid, the local office refused to visit the home of the client on the recommendation of the Rehabilitation Agent, claiming that local offices could not solicit relief cases.

The general policy in all of the District Offices seems to be to require the client to make direct application for relief at one of the District Offices before a home visit is made. As long as the Rehabilitation Agent is interested in the cooperation of the Relief Agency with his Department might not the suggestion be made that, in those cases which he feels, need help from the relief agency, he make it a point to have some member of the family make application at the local Relief Office. At the time of application he can make his recommendation concerning the case and in that way the problem of cooperation between the two State Agencies could be ironed out.

One difficulty the local Relief Agency is sure to encounter in attempting to cooperate with the Rehabilitation Agent is that of obtaining

needed medical appliances. This problem is present because of the present system of requesting the Territory Optics for all such needs. A suggestion concerning this item has been made in this report.

B. The charge of general malnutrition in Relief families is also made.

This charge is probably true and hinges on the general inadequacy of relief throughout the State. To make a definite statement concerning this item, it would be necessary to make a thorough study of health conditions amongst relief clients. At this time this is not at all possible.

C. The Rehabilitation Agent suggests an emergency Investigator who could make preliminary investigations and issue emergency food or medical orders, at the request of reputable persons.

This suggestion is believed to be a good one. It would, however, be unnecessary if the Visiting Personnel could be increased in the local offices, so that the Visitors would only have to handle reasonable case loads. In such an eventuality there would be time for emergency calls in any one Visitors district. There should be some system of co-operation between the two agencies.

D. The charge is also made that the Visiting Personnel allows personalities to enter into their job, disqualifying clients because of age, looks and gossip.

There is no question but that with a large group of Visitors, most of whom are not trained in the social sciences, there will be some personality conflicts between visitors and clients. Visitors, in general, however have been found to be of good intelligence and seemed to be making

an honest effort toward a conscientious and fair job.

This charge might also be a result of the lack of a training program for the present personnel. It might also be traced to the lack of time needed for local supervision; which lack is partially caused by the time of the local directors being taken up with constant "Pressure Group" meetings.

E. The suggestion is made that a Field Representative of the State Relief Board make continuous checks at the local offices.

This has already been answered in the accompanying report. It has been stated that, possibly due to an inadequate Field Staff, there has not been enough personal contact between the District Offices and the Central Office.

The answer to this might possibly be in the last recommendation noted in the accompanying report; the organization of a Division of Review.

F. The suggestion was made that the Local Rehabilitation Agent and the Relief Visitor cooperate with each other in the selection of clients for Work Relief.

This is a sound suggestion. The present system however, of having all Work Relief clients selected through the N. R. S. nullifies it.

It is the opinion of the writers of this report that the certification for work relief should be placed in the hands of the Visitor, subject to approval of Case Supervisor. The Visitor is conversant with the needs and abilities of the client and can in this way work in cooperation with such agencies at the Rehabilitation Division.

6. The final charge made was that the Case Supervisor in Erie had no idea whatsoever of the duties of proper Social Welfare Supervision.

The writers of this report must disagree with the above charges. The Case Supervisor in Erie showed a fine understanding of the functioning of relief in her territory. She had the full cooperation of her staff, and should not be blamed for individual staff personality inadequacies, as such are bound to crop up in a group of workers as large as are under her supervision. She has the rudiments of a training program already under way.

At times she was uncertain as to the functioning of certain policies, but even this could not be definitely charged as a personal inadequacy, as the lack of State rulings concerning policy is felt deeply throughout the State.

Much of her time is also consumed in conference with "Pressure Groups". This subject has already been thoroughly discussed in this report.

LISTS

TABLES, FIGURES

AND

FORMS

TOTAL CASES STUDIED - 1287
" INELIGIBLES
2.3 %

LISTING OF INELIGIBLES

Case Number	Name	County	Family Size	Budget Weekly Needs	Outside Income	Reason for Ineligibility	Period of Ineligibility	Closed in Local Office
[illegible]	Alessi, J.	Erie	7	9.00	10.15	Income of Son	1/1/35 to 2/4/35	2/4/35
5104	Balbo, J.	"	4	15.49	25.25	" " "	1/15/35 to Date	
4192	Barber, P.	"	6	8.05	11.00	" " "	Undetermined	
[illegible]	Borowicz, W.	"	3	11.43	25.00	Income	Undetermined	1/24/35
7703	Dewan, G.	"	2	10.97	12.75	Income of Son	12/1934 to Date	
11196	Dreyer, F.	"	4	8.92	19.00	" " "	1/4/35 - 1/17/35	1/17/35
3136	Callagher, S.	"	6	19.00	3.00	Property - 3 homes - 2 Un-encumbered	11/1933 to Date	Closed(?)
11133	Glowsky, M.	"	3	9.88	---	Money rec'd from closed bank *	10/4/34 to Date	
2715	Guthrie, R.	"	4	11.55	17.25	Pensions	Undetermined	
11463	Heidenck, W.	"	2	10.03	10.00	Income of Son	1/7/35 to Date	
3355	Imar, F.	"	6	17.35	23.00	" " "	2/1/34 to 1/1/35	Closed
4044	Reinkemmi, J.	"	10	24.36	26.00	" " "	1/1934 to 1/8/35	1/8/35
1599	McKnight, G.	"	4	9.22	20.00	" " "	Undetermined	Trans. to Non relief
5776	Moodler, J.	"	7	18.00	14.67	" " "	10/1/34 to Date	
3649	Orloff, J.	"	2	8.02	10.00	" " "	1/15/35 to Date	?
1475	Patterson, M.	"	1	5.65	13.00	Single with parents	Undetermined	1/9/35
11353	Prue, F.	"	3	8.65	10.00	Income	11/13/34 to Date	
6710	Repolocki, J.	"	5	21.32	22.00	Income	1/15/35 to 2/11/35	2/11/35
3214	Stablein, E.	"	6	13.25	?	Income	11/14/34 to Date	
657	Toohey, J.	"	4	11.52	15.00	Income	Undetermined	
5725	Westful, R.	"	3	8.40	20.00	Income	12/15/34 to Date	
9-1945	Rudel, R. A.	Southmoreland	10	20.50	15.96	Income of Son	Undetermined	Closed
7-9462	Harr, R.	"	4	15.70	25.00	"	2/4/35	Closed
23-30755	Springer, H.	"	2	5.84	20.00	"	1/9/35	?
14666	Williams, D.	Pittston	6	15.45	20.00	"	Undetermined	
06519	Serafin, M.	"	6	17.75	--	Aug. 1934 Insurance $1,000	8/19/34 to Date	
02741	Puccini, T.	"	3	5.35	14.00	Income of Father	11/1934	
02201	Quinn, M.	"	4	10.79	13.75	Son Working	Undetermined	
10959	Musto, C.	"	3	11.41	18.00	Income	2/15/35	
02599	Burns, R.	"	7	19.92	42.00	Income	2/24/35	
10720	Hunt, T.	Derry	3	15.02	16.00	"	2/1/35	

*Received $324.00 - used for old debts

LISTING OF INSTRUMENTS

Code Number	Name	Country	Year Built	Number of Tones	Instrument Type	Number for Tuning/Maintenance	Purpose of Instrument	Element in Social System
9000	Lamma, Ta	Iran	1,500	7	Harp	Tension of rod	Entertain in Ceremony	Entertain
9104	Inalmi, Ta	-	1,400	6	Zither	- - -	Entertain on Stage	
9201	Turlimi, Ta	-	1,300	6	Zither	- - -	Ceremonial	
9305	Tenemmiri, Ta	-	1,200	5	Lamella		Ceremonial	Entertain
9402	Imamu, Ta	-	1,177	5	Lamella	Tension of rod	Entertain on Stage	
11307	Inyemi, Ta	-	1,000	4	Zither	- - -	Entertain - Entertain	Entertain
9105	Tellimgiwa, Ta	-	1,000	5	Zither	Frequently - 1 Zither - 6 Zither Instruments	Entertain on Stage	Entertain(?)
11135	Ilemmiri, Ta	-		5	Zither	—	Entertain on Stage	
9703	Imalwa, Ta	-		5	Zither	Lamella	Ceremonial	
11604	Imalmiri, Ta	-		5	Zither	Tension of rod	Entertain on Stage	
1300	Imin, Ta	-		6	Zither	- - -	Entertain on Stage	Ceremonial
4004	Ilalimmiri, Ta	-		12	Zither	- - -	Entertain on Entertain	Entertain
1305	Imalmiri, Ta	-		8	Zither	- - -	Ceremonial	Ceremony, Ma
9777	Imamiri, Ta	-		8	Zither	- - -	Entertain on Stage	Dance (Ritual)
1800	Ilalmi, Ta	-		5	Zither	- - -	Entertain on Stage	7
9979	Tulimmiri, Ta	-		4	Zither	Tension of rod - Lamella	Ceremonial	Entertain
11300	Imma, Ta	-		3	Zither	Tension	Entertain on Stage	
10701	Imalmiri, Ta	-		6	Zither	Tension	Entertain on Entertain	Entertain
1304	Imalmiri, Ta	-		6	Zither	- Tension	Entertain on Stage	
900	Tenimi, Ta	-		6	Zither	Lamella	Ceremonial	
9700	Imalmi, Ta	-		7	Zither	Tension	Entertain on Stage	
9-13000	Tenimi, Ta	Indonesia	1,500	12	Zither	Tension of rod	Ceremonial	Ceremony
9400	Ilmiri, Ta	-		3	Zither		Entertain	Entertain
10701	Imalmiri, Ta	-		7	Zither		Entertain	7
9000	Ilimmiri, Ta	Iraq		4	Zither		Ceremonial	
9119	Imalmiri, Ta	-	1,777	6	Zither	—	Entertain on Stage	
10701	Imalmi, Ta	-		5	Zither	Tension of rod	Entertain	
10300	Ilalmi, Ta	-		5	Zither	Tension Tuning	Ceremonial	
9700	Imalmi, Ta	-		7	Zither	Tension	Entertain	
10300	Tinmi, Ta	-		7	Zither	Tension	Entertain	
9000	Imal, Ta	Iraq		7	Zither		Entertain	

CASES OF RECENT EMPLOYMENT - NOT LISTED AS INELIGIBLE FOR PERIOD STUDIED

	NYCE	
200	Eaton, C.	3/30/35
10034	Peterson, M.	?
3875	Smalzer, L.	1/7/35 (non working)
	NEWFOUNDLAND	
33-21534	Letterio, J.	1/15/35
6-31731	Tserhardt, T.	3/1/35
4-30201	Znick, A.	1/15/35
37-34019	Fossen, A.	3/1/35
6-32307	Tremmri, Mike	3/1/35
	PITTSBURGH	
22704	Pahl, F.	3/13/35
24105	Pryor, T.	3/13/35
23063	Hindes, J.	3/13/35
12546	Gordon, J.	3/13/35
03002	Chicolette, M.	3/13/35
03605	Donlin, M.	3/1/35

General Information		TABLE # 2 Table showing number of cases for which rents were paid at least once during period studied		TABLE # 3 Table showing number of cases for which there were no budgets in the Direct Relief Column of the Budget Sheets		TABLE # 4 Table showing cases of excess and over maximum rents as budgeted in the various offices. (Taxes not included**)					*Longest range for cases studied	
Office	No. of Cases Studied	Cases Rents Paid	% of Cases Studied	Cases no Budgets	% of cases studied	Total amount of Excess as Budgeted	No. of Cases	Average Excess	% of Cases Studied	No. of Cases Rent Free yet Budgeted	No. cases Budgeted for more than maximum of $.15 wk.	Range of Budget in Excess of Actual Rents
Erie	588	4	0.7	0	0.0	$155.38	102	$1.52	17.3	34	48	$ .12 to 5.00
Corry	50	0	0.0	0	0.0	17.15	17	1.01	34.0	4	2	.18 to 3.00
Westmoreland	230	67	29.1	149	64.8	53.72	31	1.08	13.5	12	7	.08 to 3.21
Pittston	342	42	12.3	2	0.6	39.78	30	1.32	8.8	12	14	.15 to 3.15
Hazleton	117	9	7.7	0	0.0	29.50	14	2.11	11.9	8	12	.15 to 4.20
TOTALS	1327	122	9.2	151	11.4	275.51	194	1.42	14.6	70	83	$.08 to 5.00

**Taxes not included because of inability to get accurate information from clients re: Taxes

General Information			Table 6.2 Table showing number of cases for which state paid at least some dependent provided		Table 6.1 Table showing number of cases for which there were no budgets in the latest period of the budget cycle		Table 6.4 Table showing lower of arrears and error maximum weeks to be budgeted in the review office. (Cases not included**)						"Largest range for cases studied	
Office	No. of cases studied	Cases with paid	% of cases studied	Cases no budget	% of cases studied	Total amount of arrears in cases studied	No. of cases	Average	% of cases studied	No. of cases budgeted for more than one year	No. of cases budgeted for more than one of 6.10 wks.	Range of budget in cases of arrears
Bute	380	4	0.7	0	0.0	£105.04	100	£1.08	17.2	89	62	£ 0.12 to £0.00
Derry	80	0	0.0	0	0.0	£7.12	17	£.01	24.0	4	0	-£0.02 to £.00
Newbury-land	227	17	17.1	220	44.4	£67.72	21	£.00	12.2	12	7	-£0.04 to £.01
Pitkirkma	342	41	12.1	0	0.0	£17.17	20	£.02	8.4	12	14	-£.14 to £.12
Dunlaiths	127	3	7.7	0	0.0	£18.32	11	£.13	22.7	4	12	-£.10 to £.20
TOTAL	1,157	1.0	1.2	220	11.4	£219.01	169	£.04	32.0	42	84	-£.04 to £.00

*Cases not included because of inability to get accurate information from office files.

TABLE #5

Table showing regular occupations of clients on relief, the majority of whom are on direct relief or labor - work relief

General Information		Laborers*		Skilled Trade*		Professional		Clerical & Sales	
Office	No. of Cases Studied	No. of Cases	%	No. of Cases	%	No. of Cases	%	No. of Cases	%
Erie	588	186	31.6	272	46.3	2	0.3	35	6.0
Corry	50	20	4.0	19	38.	0	0	0	0
Westmore-land	230	107	46.5	53	23.0	0	0	9	3.9
Pittston	342	206	60.2	97	28.4	3	0.9	14	4.1
Hazleton	117	72	61.5	24	20.5	7	6.0	3	2.6
TOTALS	1327	591	44.5	465	35.0	12	0.9	61	4.6

% - No information obtainable or no record

Re: Occupation 15. %

Re: Insurance 56.6 %*

* Include "no insurance"

*Skilled - Included such trades as truck drivers, machinists, motormen, etc.

*Laborers - Include such work as farming, Mining, factory laborer, etc.

TABLE # 6

Table showing numbers of clients admitting insurance policies and companies stated (Other* - indicates at least 35 local companies

General Information		Metropolitan		Prudential		John Hancock		Other	
Office	No. of Cases Studied	No. of Cases	%	No. of Cases	%	No. of Cases	%	No. of Cases	%
Erie	588	87	14.8	109	18.5	30	5.1	106	18.0
Corry	50	4	8.0	9	18.0	3	6.0	6	12.0
Westmore-land	230	11	4.8	7	3.0	0	0	28	12.2
Pittston	342	38	11.1	54	15.8	0	0	36	10.5
Hazleton	117	16	13.7	15	12.8	0	0	16	13.7
TOTALS	1327	156	11.8	194	14.6	33	2.5	192	14.5

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TABLE #7

TABLE SHOWING SPREAD OF BUDGETS BY FAMILY SIZE

	BUDGET RANGE															
Family Size	2.00 - 4.01	4.01 - 6.00	6.01 - 8.00	8.01 - 10.00	10.01 - 12.00	12.01 - 14.00	14.01 - 16.00	16.01 - 18.00	18.01 - 20.00	20.01 - 22.00	22.01 - 24.00	24.01 - 26.00	26.01 - 28.00	28.01 - 30.00	TOTAL
1		32	73	15	2	3									127
2		1	10	46	77	50	1	1							185
3			3	14	47	104	37	2							202
4			1	3	17	47	101	69	7	1					241
5						10	30	61	50	8					179
6				1	1		6	30	54	37	1	2			132
7					1	2	3	11	29	53	18				116
8								1	4	10	31	9	1	1	65
9										5	8	21	6		40
10									1	1	7	9	11	3	32
11									1		1	4	5	2	13
12 and 13											1		1	3	5
TOTALS		33	89	78	140	211	178	195	140	114	67	45	23	9	1,327

NUMBER OF CASES

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TABLE # 8

TABLE SHOWING NUMBER OF WEEKS BETWEEN DATE OF APPLICATION AND DATE OF APPROVAL* OF FIRST RELIEF**

	NUMBER OF CASES											
WEEKS	Erie	%	Cerry	%	West-moreland	%	Fitteton	%	Tarlo-ton	%	Totals	%
1	345	58.8	32	64.	94	40.3	94	27.4	37	33.0	552	41.6
2	90	15.3	3	6.0	45	19.6	44	12.9	14	12.0	196	14.8
3	24	4.0			16	7.0	24	7.0	9	7.7	73	5.5
4	11	1.9	1	2.0	14	6.1	27	7.9	8	6.8	61	4.6
5	12	2.0			2	0.9			1	0.9	15	1.1
6	4	0.6					3	0.9	3	2.6	10	0.8
7	2	0.3			1	0.4					3	0.2
8	4	0.7			3	1.3	10	2.9	4	3.4	21	1.6
9	1	0.2									1	0.1
10	3	0.5					1	0.3	1	0.9	5	0.3
11											0	
12	3	0.5			3	1.3	3	0.9	4	3.4	13	0.9
13											0	
14											0	
15											0	
16							2	0.6			2	0.2
Over 16	8	1.4	1	2.0	1	0.4	4	1.2	3	2.6	17	1.3
No Record	81	13.8	13	26.0	91	39.5	130	38.0	43	36.7	358	27.0
TOTALS	588	100.	50	100.	230	100.	342	100.	117	100.	1327	100.

* First Relief usually granted within one week of approval

** Because of lack of information in the case record, the length of time between application and date of first relief was obtained wherever possible from the client. This information cannot therefore be certified as being accurate.

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TABLE #9 - Page 1

TABLE SHOWING POPULATION, RELIGIONS, RACE, AND POLITICAL AFFILIATION FIGURES FOR LOCALITIES STUDIED; THE PERCENTAGE OF THE LOCAL RELIEF LOAD TO THESE POPULATIONS, PERCENTAGES OF RACES AND RELIGIONS AND POLITICAL AFFILIATIONS TO EACH OTHER, AND PERCENTAGES OF EACH STUDIED, IN RANDOM SAMPLING OF 1327 CASES IN PENNSYLVANIA.

As of 2/15 - 3/1-35

ITEM	ERIE				COUNTY				WESTMORELAND			
	Numbers	%	Sampling	* %	Numbers	%	Sampling	* %	Numbers	%	Sampling	* %
POPULATION	120,000				7,751				294,390			
Work Relief	1203	21.4	247	42.0	130	26.3	11	22.0	3034	24.9	83	26.1
Direct "	4424	78.6	341	58.0	337	73.7	39	78.0	9172	75.1	147	63.9
TOTAL RELIEF	5627	100.0	588	100.0	467	100.0	50	100.0	12206	100.	320	100.0
Religions:												
Catholic	40,000	62.9	309	52.6	2000	28.5	11	22.	92,010	51.2	87	37.8
Protestant	22,000	34.6	261	44.4	5000	71.1	37	74.	172,070	49.1	104	45.2
Jewish	1,552	2.5	1	0.2	29	0.4	0		19,900	5.7	1	0.4
TOTALS	63,552	100.0	571	97.1	7029	100.0	48	96.	287,940	100.	192	83.5
Race:												
White	119,800	99.0	563	96.6	7743	99.9	50	100.0	287,988	97.9	223	96.9
Colored	1,214	1.	20	3.4	8	.1	0	0.0	6,410	2.2	7	3.1
TOTALS	121,014	100.0	588	100.0	7751	100.0	50	100.0	294,398	100.	230	100.0
Politics:												
Republicans	18,371	48.4	80	10.2	1150	57.5	4	8.0	85,812	55.2	37	16.9
Democrats	19,592	51.6	182	30.9	850	42.5	18	36.0	55,713	44.8	77	35.5
Others									2,679	2.2		
TOTALS	37,963	100.0	242	41.1	2000	100.0	22	44.0	124,704	100.	114	50.4

*Percentages of sampling computed as percentage of total number of cases sampled in each community.

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ITEM	PITTSTON				HAZLETON				ALL LOCALITIES			
	Numbers	%	Sample line	%	Numbers	%	Sample line	%	Numbers	%	Sample line	%
POPULATION	64,445				76,932				863,436			
Work Relief	866	11.9	81	26.6	930	49.8	75	64.1	5,853	25.1	207	38.2
Direct Relief	4,312	88.1	261	73.4	938	50.2	42	35.9	19,082	74.9	830	61.8
TOTAL RELIEF	4,778	100.0	342	100.0	1868	100.0	117	100.0	24,935	100.	1437	100.0
Religions:												
Catholic	22,506	34.9	253	73.9	42,313	55.1	70	59.8	305,020	40.4	730	55.0
Protestant	41,422	64.3	65	19.0	30,272	39.9	46	39.3	270,326	54.0	513	38.7
Jewish	517	.8	2	0.6	3,847	5.0	1	0.9	25,045	5.0	8	0.4
TOTALS	64,445	100.0	320	93.6	76,832	100.0	117	100.0	509,890	100.	1260	94.0
Race:												
White	64,252	99.7	342	100.0	76,701	99.7	117	100.0	554,384	98.6	1300	98.0
Colored	193	0.3	0	0.0	231	0.3	0	0.0	8,056	1.4	27	2.0
TOTALS	64,445	100.0	342	100.0	76,932	100.0	117	100.0	562,440	100.	1327	100.0
Politics:												
Republicans	14,412	53.9	48	14.0	18,446	69.1	27	18.8	117,198	54.4	173	13.0
Democrats	11,758	46.4	152	44.4	8,152	30.5	37	31.6	95,575	44.3	466	35.1
Others	188	0.7			115	.4			2,902	1.4		
TOTALS	26,375	100.0	200	58.4	26,713	100.0	59	50.4	215,735	100.	639	48.1

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TABLE #10 - Page 1

GENERAL TABLE - PERTINENTS INFORMATION OBTAINED IN THE COURSE OF THE FOOD-WORK STUDY OF 1327 CASES, SHOWING TOTALS, NUMBER OF CASES AND AVERAGES FOR THE ITEMS LISTED

Item	Erie	Center	West-moreland	Fillmore	Berlington	All Five Communities
1. Case load	5027	457	12,306	4778	1068	24,936
Cases studied	508	50	230	342	117	1,327
% of Case Load	10.4	10.9	1.9	7.2	6.3	5.3
2. Work Relief Cases	347	11	83	91	75	607
Direct Relief Cases	161	39	147	251	42	720
3. Family Size:						
Totals	2060	209	944	1710	538	6052
No. of Cases	508	50	230	342	117	1327
Average Family Size	4.2	4.2	4.1	5.0	4.6	4.6
4. Budgets:						
Weekly Needs Totals	7094.48	606.65	2557.45	5109.18	1574.76	17,002.42
No. of Cases	508	50	230	342	117	1,327
Average	13.60	11.53	11.12	14.94	13.46	13.42
Direct Relief:						
Totals	3177.31	94.51	1379.94	3838.16	1137.28	11,627.10
No. of Cases	506	50	230	342	117	1,325
Average	6.05	5.39	6.87	11.22	9.72	8.93

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TABLE #10 - Page 2 GENERAL TABLE

Item	Erie	Curry	Dent-marcoland	Hilliston	Bowleston	All Five Communities
5. Outside Income:						
Totals	1452.32	94.51	392.13	534.50	163.08	2,636.54
No. of Cases	169	12	51	84	18	334
Averages	8.59	7.88	7.73	6.36	9.06	7.37
* % having Income	28.7					35.2
6. Budget Deficit**						
Totals	7072.75	472.94	2199.63	4469.87	1065.13	15,980.27
No. of Cases	569	48	229	337	117	1299
Average	12.43	9.85	9.69	13.26	12.38	12.30
** Weekly Needs Budget - Less Outside Income = Budget Deficit						
7. Relief Granted: Oct. - Nov.						
U.R. & D.R. Totals	1481.36	99.42	360.17	377.39	197.46	2515.79
No. of Cases	156	11	43	44	32	282
Average	9.56	9.04	8.37	8.58	6.01	8.92
8. Direct Relief:						
Totals	3871.32	176.49	772.75	1981.34	835.74	6377.64
No. of Cases	433	39	187	328	88	1048
Average	8.63	4.53	4.13	6.65	6.01	6.10
9. Unearned Pay						
Totals	382.96	16.59	152.30	167.98	312.41	903.24
No. of Cases	42	5	11	11	9	73
Average	8.40	3.32	13.95	15.27	23.71	12.37
%	7.1	10.0	4.8	3.2	7.7	5.5

Item	Type	Gutter	Tube-[illegible]	Fitting	Pulsation	All [illegible] Equipment
1. [illegible] (Lower)						
Totals	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
No. of Cows	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Average	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
* [illegible]	[illegible]					[illegible]
2. Bulgar Dairies**						
Totals	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
No. of Cows	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Average	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
** Totals: Bulgar - Lower Dairies Combined [illegible]						
3. Dairy Commercial Co. - Lower. T.Co. & T.Co. Totals	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
No. of Cows	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Average	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
4. Ahmed Dairy Totals	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
No. of Cows	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Average	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
5. Combined Tot						
Totals	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
No. of Cows	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Average	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
%	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

TABLE #10 - Page 3

GENERAL TABLE

Item	Kelo	Gonzr	Sub-Overland	Pitkahan	Tuolumne	All Five Communities
10. Received Milk, Fuel, Clothing, Medical, etc. - Supplementary	153	2	156	300	52	671
11. Relief Granted: Dec., Jan., Feb.:-						
R.R. & R.H. Totals	3361.12	180.96	814.31	1030.61	776.82	6303.82
No. of Cases	247	11	76	91	71	496
Averages	13.61	12.72	10.96	11.07	10.94	12.51
12. Direct Relief Only:						
Totals	2906.43	180.41	801.74	3061.19	385.59	6310.36
No. of Cases	341	39	154	261	62	847
Averages	8.69	5.01	5.20	8.21	4.51	7.45
13. Unearned Payments:						
Totals	3470.59	338.65	1175.82	3564.49	2030.35	11,361.10
No. of Cases	182	10	54	76	61	382
Averages	19.45	33.89	20.86	47.38	46.63	29.48
%	30.9	20.0	23.6	21.9	52.1	28.8
14. Received Milk, Fuel, Clothing, Medical, etc. - Supplementary	176	0	164	184	42	566

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TABLE #10 - Page 4 GENERAL TABLE

** See List at end of Table with reason

Item	Erie	Corry	Youghiogheny	Pittston	Hazleton	All Five Communities
15. Eligible:						
Adequate	100	7	31	37	30	212
Inadequate	410	34	176	301	80	996
Excessive	58	8	20	18	4	108
16.						
INELIGIBLE**	31	1	5	6	0	31
17. Savings:						
Totals	865.00	250.75	116.00	210.00	0	1440.75
No. of Cases	5	1	4	7	0	17
Averages	173.00	250.75	28.75	30.00	0	84.75
%*	0.9	2.0	1.7	2.0	0.0	1.5
18. Insurance Weekly Premiums:						
Totals	234.51	12.49	34.14	57.75	26.15	354.56
No. of Cases	257	18	46	70	31	422
Averages	.87	.69	.74	.82	.84	.84
%*	45.7	35.0	30.0	30.5	20.5	31.6
No. Adjustable	97	10	26	50	7	190

TABLE #10 - Page 5 GENERAL TABLE

Item	Yale	Cortez	West-moreland	Pittston	Lexington	All Five Communities
19. Property:						
Totals - A.V.	411,637.90	23,535.10	96,072.00	289,737.00	50,165.00	841,146.90
No. of Cases	152	18	53	108	17	348
Averages	2708.14	1307.50	812.67	2684.97	2950.88	2417.09
%*	25.9	36.0	33.0	31.6	14.5	26.2
Mortgages:						
Totals	224,190.50	9366.00	45,153.50	110,886.00	34,390.00	423,985.00
No. of Cases	112	9	34	85	15	255
Averages	2001.70	1041.00	1328.04	1305.90	2293.26	1664.19
%	73.7	50.0	64.2	60.2	88.2	67.5
19A. Mortgage Free	40	9	19	43	2	113
%	26.3	50.0	35.8	39.8	11.8	32.5
19B. Other: Autos, Farm, Animals, etc.	33	14	32	24	14	117
20. Debts: Time of Appl.:						
Totals	77,662.64	8912.15	42,831.31	88,473.41	24,670.61	239,769.12
No. of Cases	417	30	157	279	80	963
Averages	186.76	109.07	272.81	317.11	308.32	248.98
%*	70.9	60.0	68.3	81.5	68.4	72.6
20A. Present:						
Totals	103,707.52	7905.50	43,852.57	126,815.24	33,558.49	315,839.35
No. of Cases	482	31	182	324	89	1108
Averages	215.26	261.47	240.94	391.40	377.06	285.10
%*	81.9	83.0	79.1	94.7	76.1	83.5

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

TABLE # 10 - Page 6 GENERAL TABLE

Item	Erie	Carey	Westmoreland	Pittston	Mauleton	All Five Communities
21. Years in State:						
Totals	17639	1708	8707	11702	4229	44175
No. of Cases	504	49	230	340	118	1318
Averages	30.5	35	37.8	34.4	34.7	33.5
No. no record	4	1	0	4	2	9
22. E.S.E.: No. no record or not cleared	154	20	221	133	34	551
%	30.2	40.	96.1	35.7	29.1	41.5
23. Number Home Visits:						
Totals	2338	154	841	916	515	4734
No. of Cases	554	37	210	264	100	1165
Averages	4.2	4.2	4.0	3.5	5.2	4.1
23.A No. Cases no record or no home visits	34	13	20	78	17	162
%	6.8	26.0	8.7	22.8	14.6	12.2
24. Union Members	13	0	31	60	28	132
%	2.2	0.0	13.5	17.6	23.9	9.9
25. Race:						
White	568	50	223	342	117	1300
%	96.6	100.0	96.9	100.0	100.0	98.1
Colored	20	0	7	0	0	27
%	3.4	0.0	3.1	0.0	0.0	2.0

[illegible]

TABLE #10 - Page 7 GENERAL TABLE

Item	Erie	Grey	West-moreland	Kittatinny	Hazleton	All Five Communities
26. Political Affiliations:						
Republicans	60	4	39	40	22	175
%*	10.2	8.0	16.9	14.0	18.8	13.0
Democrat	182	18	77	182	37	466
%*	31.1	36.0	33.5	44.4	31.6	35.1
27. Cases Closed	22	2	3	0	2	29
%*	3.7	4.0	1.3	0.0	1.7	2.2
28. Veterans:	46	1	9	30	11	97
%*	7.8	2.0	3.9	8.8	9.4	7.3
29. No. cases no record date of 1st relief	0	0	207	341	116	703
%*	0	0	90.0	99.7	99.1	52.9

* % of Cases Studied

TABLE # 12

TABLE COMPARING AVERAGE WEEKLY INCOMES, AVERAGE WORK RELIEF AND AVERAGE DIRECT RELIEF, BY FAMILY SIZE FOR 1327 CASES

FAMILY SIZE	INCOMES			WORK RELIEF			DIRECT RELIEF		
	Totals	No. Cases	Averages	Totals	No. Cases	Averages	Totals	No. Cases	Averages
1	595.36	123	4.82	164.13	33	4.97	222.98	90	2.48
2	1631.35	187	8.72	522.37	64	8.16	546.14	133	4.77
3	2102.07	199	10.56	796.41	82	9.71	660.90	117	5.65
4	3013.34	235	12.82	977.14	87	11.23	1002.71	148	6.78
5	2771.35	181	15.31	1041.95	76	13.71	836.19	106	7.86
6	2112.83	138	14.31	663.10	47	14.11	680.89	81	8.41
7	2105.49	117	17.99	657.90	47	13.99	653.89	70	9.62
8	1335.72	66	20.24	280.94	19	14.79	501.09	47	10.70
9	916.23	40	22.91	360.03	21	16.67	307.04	19	16.90
10	701.70	33	22.78	171.54	11	15.59	347.63	22	11.26
11	304.77	13	23.60	105.34	6	17.54	74.30	7	10.90
12 and over	129.77	5	25.95	22.37	1	22.37	45.60	4	10.30

[illegible]

[illegible]									
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

SPREAD OF BUDGETS BY FAMILY SIZE

Figure 1

* Indicates Longest Range for Size Group

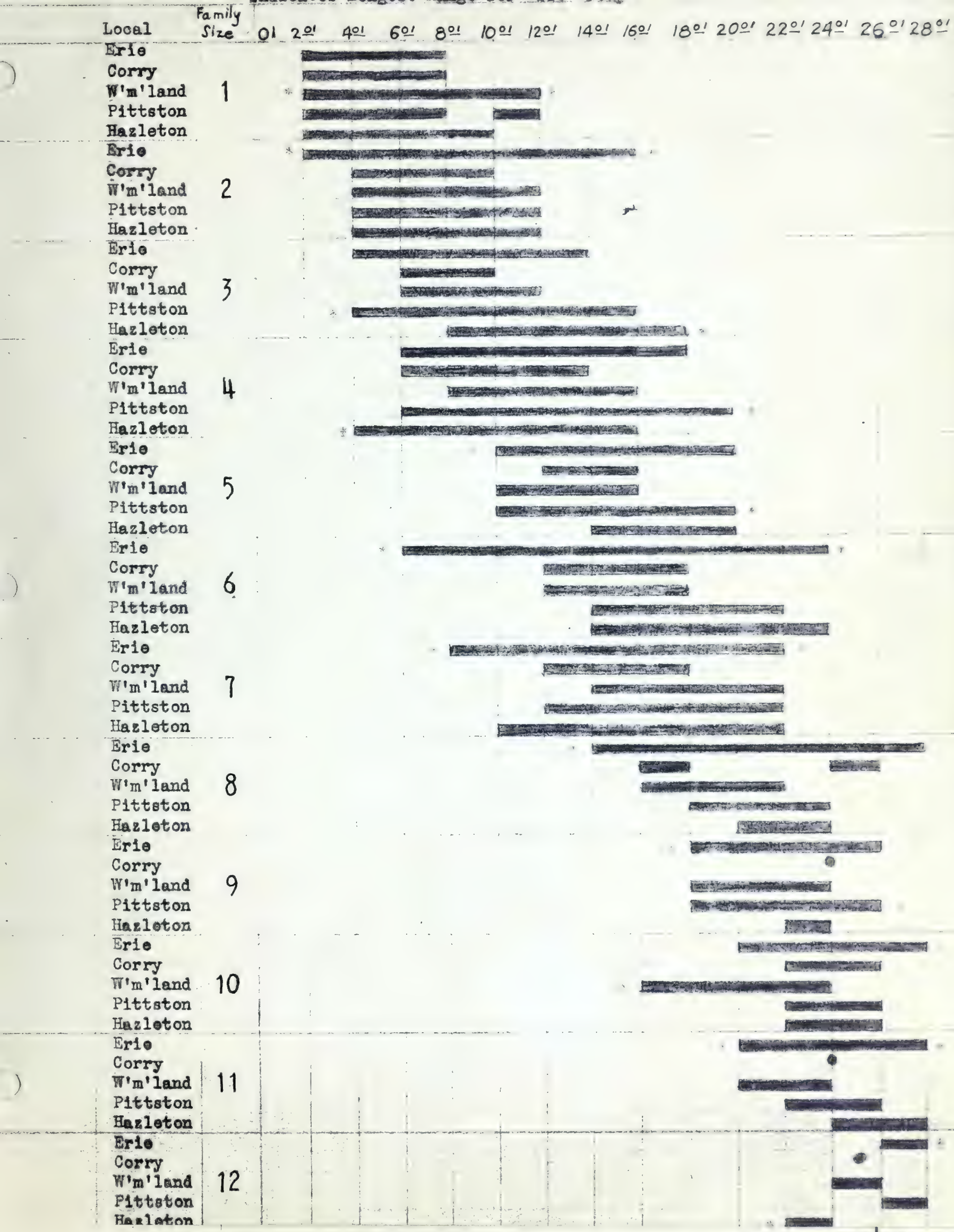
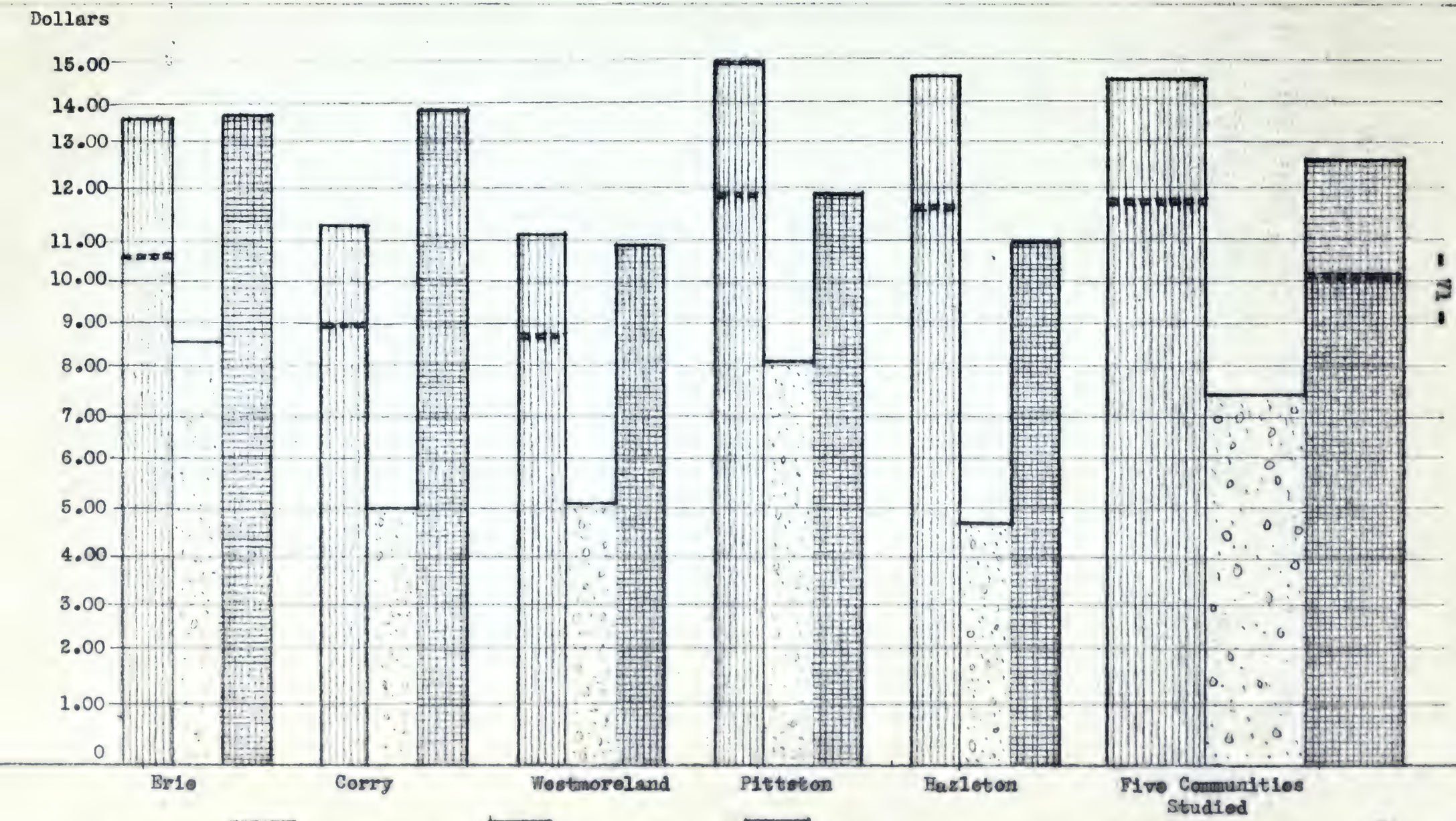


Figure #2

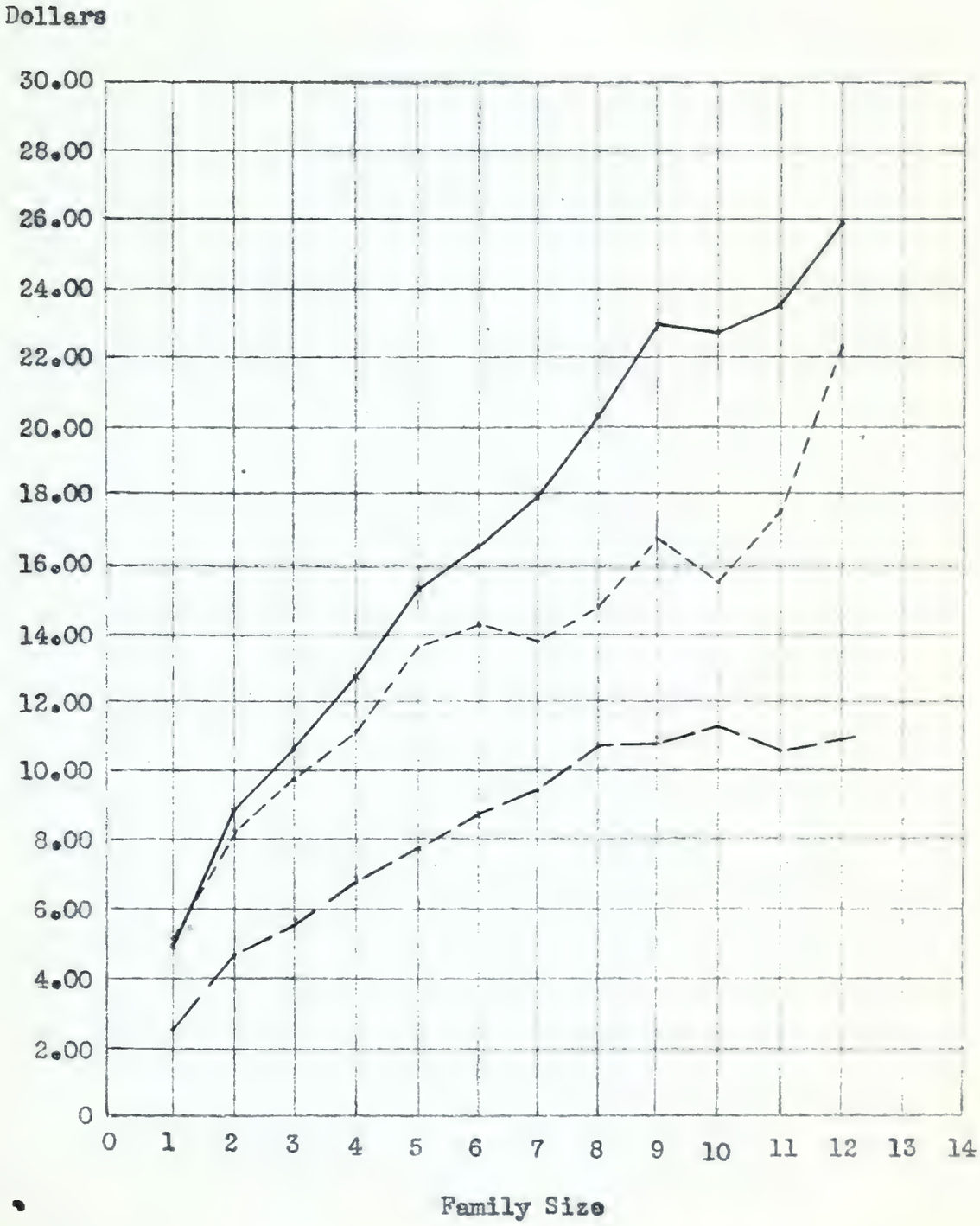
Bar Chart Comparing Average Weekly Needs Budget to Average Work Relief Payment and Average Direct Relief Payments for the Last Three Months of the Period Studied (Dec., Jan., Feb., - 1934-5) for 1327 Cases in Pennsylvania.



Legend: Weekly Budget Direct Relief Work Relief (All Averages)
---- Indicates Point at 80% Level to which Theoretically the Direct Relief should come.

Figure 3

Graph Comparing Average Weekly Needs Budget To Average Weekly Work Relief and Average Weekly Direct Relief: by Family Size for 1327 Cases for Period Studied.



Legend:

Budget (Average Weekly Needs)

Average Weekly Work Relief

Average Weekly Direct Relief

CASE SCHEDULE

Pennsylvania.

Relief: Home: Date: Visitor:
Work: Case No.: Area No.:
County Name:

Name _____ Address _____

Date Applied _____ Inv. Completed by (Name) _____ Approved by (Name) _____ Date 1st Relief _____

Members of Household, ages of parents and children:

Others in household; kinship, dependency or aid to family:

Years in State_____ Known S.S.E._____ Regular Visits_____

Budget	Weekly Budget Needs	Direct Relief	SERA	Income	Local	SERA
Food						
Milk						
Clothing						
Heating						
Cooking						
Shelter						
Light						
Total						
Incidental						
Total Budget						
Adjusted Income						
Budget Deficiencies						

Union Member_____ Race or Nationality____ Religion___ Veteran___ Politics___

ASSETS

Savings_____ Auto (or truck)_____ Aid from relatives_____
Property (A.V.)_____ 1st Mortgage_____ 2nd Mortgage_____ Taxes_____
Insurance-adjustments; cash obtained; premiums; insurance carried (list if necessary)

Arrears for	Period	Amount	Other Debts
Rent.....	_____	_____	_____
Taxes.....	_____	_____	_____
Electricity.....	_____	_____	_____
Gas.....	_____	_____	_____
Interest on Mortgage..	_____	_____	_____
Payments on Home.....	_____	_____	_____

Certified for W.R._____ _____ _____
1st work 1st pay

Is more than one member of family group on W. R.? Who?

RELIEF GRANTED

Case No._____ H.R._____
W.R._____
Previously in this
office: Yes____ No_____

Wk. end	W. R.	D. R.	Total	Wk. end	W. R.	D. R.	Total	Wk. end	W. R.	D. R.	Total

Project assigned to:_____ Budget deficiency:_____

Rate per hour:_____ Hours supposed to work (per week):_____ Hours worked (wk.)____

Former Occupation:_____ Project Job:_____

ANALYSIS OF RELIEF

Eligible

Item	Adequate	Inadequate	Excessive
Average Relief			
Local Budget			

Rent			
Fuel			
Electricity			
Gas			
Clothing			
Medical Care			
Incidentals			
Work Relief			
(Adequacy to be determined in terms of S.E.R.A. budget allowance)			

Ineligible Relief: Reasons:

Period of Ineligibility:

Comment on Financial Data Card and Case Record:

Summary of Factual Errors:

Comment on Investigation and follow-up as learned from client:

SERB Form #DIR - 1A

Investigator

[illegible] AGENCIES

RELIEF ADMINISTRATION

COUNTY: AREA: CITY:

Administrative Personnel:
Executive Director - Relief Div.
" " - Work "
Comptroller:
County Supervisor:
District Supervisors: (No.)
Case Supervisors:
Total Case Load:
Average " " per Worker:
Conference Hours per Week:
Frequency of Visits:

Visitors:
Sr. Visitors:

Hours in Office

Number of Clerical

Functions

Computation of budget, by whom

Training and Experience of Above:

Records

Financial Data: Complete: Pencil:
Incomplete: Ink:

Case Histories: Full:
Partial:

REVIEW SCHEDULE

RELIEF REGISTRATION OFFICE

Date:

Set-up of Office:
District Supervisor:
Name of Receptionist:

Number of Interviewers:
Qualifications: Duties:

Number of Attendants:
Qualifications: Duties:

Average No. of clients per day:
Average length of interview:
Seating capacity of waiting room:
Sanitation facilities:
Degree for privacy for interview:

Average No. of new cases per day:

Appointment slips used:

Why and under what circumstances:

Comments:

Investigator.

SEAFOAM/BOND